

# LAPWORTH PARISH COUNCIL

## GRANT AWARDING POLICY

Lapworth Parish Council's annual budget includes a sum of money available for grants for projects/events that will be of benefit to the residents of the Parish<sup>1</sup>. This policy sets out the application procedure and terms and conditions for awarding grants.

### Application process

1. All grant requests must be made using the LPC Grant Application Form available from [www.lapworthpc.org.uk](http://www.lapworthpc.org.uk) or by emailing the Clerk via [clerk@lapworthpc.org.uk](mailto:clerk@lapworthpc.org.uk)
2. Applicants must provide the Clerk with a copy of their most recent audited accounts.
3. Completed application forms and documentation should be emailed to the Clerk or posted to the Parish Clerk, Lapworth Parish Council, 19 Brooke Road, Kenilworth, CV8 2BD
4. Applications will be considered at a Parish Council meeting and will only be awarded by resolution of the full Council.
5. Applicants are advised to attend the meeting to answer any questions councillors may have.

### Terms and Conditions

The following conditions apply:

- Applicants must provide the Clerk with a copy of their most recent audited accounts.
- The applicant must demonstrate that any funding provided by the Parish Council will be of benefit to the residents of the Parish.
- It is expected that applicants will have explored other possible funding avenues available to them before applying for to the Council for a grant.
- Grants cannot be issued to individuals.
- Applications should be made for 'one-off grants' that will not result in any recurring expenditure for the Parish Council.
- The Parish Council will not normally make grants to organisations outside of the Parish unless there are direct benefits to the Parish or its residents.
- Applicants should be a non-profit making organisation where membership is open (i.e. no discrimination of membership on grounds of sex, race, religion etc)
- Grants cannot be made to fund political activities.
- Grants must be for a specific cost or project, they cannot be requested for general reserves.
- Grants will not be awarded after the relevant event or project has been completed.
- Grant awards are subject to the availability of sufficient funds. Where an application is successful, the Council shall determine the amount, using the figure requested by the applicant as a guide only.
- Grant awards will be made in a single payment or released in stages upon authorised request as work proceeds depending on the nature and size of the project.
- The Council requires the recipient of a grant to provide a written report of how the grant money has been used. It may take the form of an annual report or set of accounts that clearly identify the manner of spending.
- The Council reserves the right to request repayment for any grant where an applicant does not comply with these conditions.

---

<sup>1</sup> Local Government Act 1972 s137



# LAPWORTH PARISH COUNCIL

## GRANT AWARDING POLICY

### GRANT APPLICATION FORM

By submitting an application, you are confirming that you abide by the grant conditions in Lapworth Parish Council's Grant Awarding Policy.

**Please complete the form in BLOCK CAPITALS and return to the Clerk. Please ensure that you include a copy of your organisations' most recent audited accounts.**

<b>Name of Organisation:</b>		<b>Date of application:</b>	
<b>Registered Charity no (if applicable):</b>	<b>No of Members:</b>	<b>No of members in the Parish:</b>	
<b>Purpose of Organisation:</b>			
<b>Contact Name:</b>			
<b>Contact Address:</b>			<b>Telephone no.:</b>
<b>Contact email:</b>			
<b>Amount requested:</b>	<b>£</b>	<b>Bank Account no:</b>	<b>Sort Code:</b>
<b>What is the purpose of the Grant and how will it benefit the Parish?</b>			
<b>Other bodies already approached for funding:</b>			

<b>This section for Parish Council use:</b>			
<b>Date application received:</b>		<b>Date payment sent:</b>	
<b>Amount of Grant offered: £</b>		<b>BACS:</b>	<b>Cheque/FPS No.:</b>
<b>Approved: Yes/No</b>	<b>Date:</b>		
<b>Source of grant funds:</b>			