



## Grant Policy

	Date	Minute Reference	Amended
<b>Adopted:</b> <b>(Reviewed annually)</b>	Sept 2020	FR20-77	New
<b>Reviewed:</b>	Sept 2021	FR21-134	No
	Aug 2022	FR22-206	No
	July 2023	FR23-290	Yes
	July 2024	FC24-808b	Yes
<b>Next Review</b> <b>(4 year review)</b>	July 2028		

## **1. PURPOSE**

- 1.1 The purpose of the Galleywood Parish Council Grant is to encourage and assist Clubs/Organisations/Societies/Associations (hereinafter called Applicants) to carry out activities for the benefit of Galleywood parishioners.
- 1.2 The Galleywood Parish Council Grant is not intended as a substitute for fund raising by Applicants, but to assist where fund raising is difficult.
- 1.3 The Galleywood Parish Council Grant is not intended to build up reserves.
- 1.4 A grant may also be awarded for the commencement of an activity.
- 1.5 Where a grant has been awarded for a specific project, Galleywood Parish Council reserves the right to request sight of invoices before the final grant is paid.
- 1.6 A grant may be requested by community groups facing unexpected emergencies at any time of the year. In these instances, deadline dates will not be applicable.

## **2. APPLICANT**

- 2.1 Applicants should be voluntary, non-profit making and non-commercial businesses, with a minimum of 50% members residing in the parish of Galleywood.
- 2.2 Accounts for the previous year must be submitted with the completed grant application form. These must include a balance sheet showing year end reserves.
- 2.3 Applicants must clearly demonstrate how the grant will be of benefit to parishioners of Galleywood.
- 2.4 The Applicant is required to have a bank account in its own name.

## **3. RESTRICTIONS**

- 3.1 Grants will not be awarded to Applicants who have significant financial reserves unless the excess reserves can be clearly identified as designated for specific projects.
- 3.2 Grants will not be awarded to Applicants who will pass the grant on to another organisation or charity as a grant from themselves.

## **4. PROCESS**

- 4.1 In September of each year, posters will advertise that grant application forms are available in respect of the next financial year. Forms can be obtained from the Clerk or can be downloaded from [www.galleywoodparishcouncil.gov.uk](http://www.galleywoodparishcouncil.gov.uk).
- 4.2 The deadline for receipt of completed Application Forms will be clearly specified and must be adhered to.
- 4.3 Applicants must ensure that they have provided all the necessary information.

- 4.4 In November, the Council's Finance & Resources Committee will consider all Application Forms. Applicants may be invited to attend the meeting and answer questions.
- 4.5 The Council has a grant budget (with an exception to 1.6) which is agreed by Council each year. Applicants will be advised via the application process. The combined figure of all agreed grants awarded will form part of the precept request on Chelmsford City Council for the next financial year.
- 4.6 A letter will be sent to each Applicant advising of Galleywood Parish Council's decision and payment will be issued in April of the next financial year.
- 4.7 The Applicant shall provide a written account of how the grant has been used to Galleywood Parish Council within three months of the grant being paid.
- 4.8 In the event, for whatever reason, of the grant not being used, in part or in full, an explanation shall be submitted to Galleywood Parish Council within one year of the grant being made.
- 4.9 Galleywood Parish Council reserves the right to reclaim any grant in the event of it not being used for the purposes specified on the Grant Application Form.
- 4.10 Organisations that receive a grant will be required to acknowledge Galleywood Parish Council's contribution on all publicity/printed material.

## **GALLEYWOOD PARISH COUNCIL**

### **GRANT TIMETABLE**

First Monday in September	Notices posted on boards and website stating that grant application forms are available.
First Monday in November	Deadline for receipt of completed Application Forms by the Clerk.
November	The Finance & Resources Committee will consider completed application forms, in preparation for budget/precept request
December	Letters will be sent to Applicants with the decision of Galleywood Parish Council.
25 April	Grant payment issued.