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## **Grant Awarding Policy**

Great Notley Parish Council has the statutory power to award grants. When awarding a grant the Parish Council shall be of the opinion that it is in the interests of and will bring direct benefit to their area or any part of it or all or some of its inhabitants.

Grants must be formally applied for using the Great Notley Parish Council Grant Application Form together with all supporting documentation as requested in that form.

The timing of the application and consideration thereof will be in accordance with the timetable below, provided always that in case of exceptional urgency grants may be submitted and considered at any other time during the year.

Grant applications will be assessed on the following criteria, which are in no priority order –

- The benefit to all or part of the area of Great Notley
- The benefit to all or some of the residents of Great Notley
- What proportion of the residents will benefit from the grant
- The assessment of the viability and robustness of the application
- The availability of Parish Council funds for grants

The Parish Council reserves the right to reject application or to reduce the award made.

Grants will not be considered if the applicant has any money overdue to the Parish Council.

Awards will not be made to -

- Commercial enterprises set up to generate profit
- Those supporting party political issues or supporting or opposing a political party
- Health, education or welfare organisation whose services should be provided by statutory funding
- Individuals

The Parish Council reserves the right to request copies of the organisations audited accounts or in the case of a charity their annual return.

Grant applicants if they wish can address the meeting at which their grant is considered. For further details please contact the Parish Council clerk.

If successful in obtaining a grant the cheque must be paid into the organisation's bank account and may not be payable to any individual.

## Conditions

1. Applications will not be considered from individuals.
2. Applications will not be considered from organisation intending to support or oppose any particular political party, or to discriminate on the grounds of race or religion.
3. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
4. Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
5. Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated, irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated.
6. The organisation must have clearly stated aims and objectives.
7. The organisation must provide, or propose to provide an activity or service that is believed to be clearly needed by the local community or by a particular group of residents.
8. The organisation must provide a written constitution that has been formally adopted by the membership, or in the event of a less formal organisation a similar written document.
9. Great Notley Parish Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
10. Grants will not be awarded on a retrospective basis but only for future funding requirements.
11. Organisations that receive a grant are required to acknowledge the contribution from Great Notley Parish Council on publicity and printed material.

## Timetable

Opening date for grant applications	1 <sup>st</sup> August
Final submission date for applications	30 <sup>th</sup> October
Month in which the application will be considered (check with the Parish Clerk for the precise date of the meeting)	November
Date by which grant decision letters will be circulated	31 <sup>st</sup> December