

# **BARLEY WITH WHEATLEY BOOTH PARISH COUNCIL**

*‘Content, at the foot of Pendle’*

## **Guidelines for Application for Grants or Donations**

Barley Parish Council welcomes applications for grants from local voluntary and charitable groups for locally based projects which are of direct benefit to the people of Barley.

### **Guidelines**

1. Applicants are required to complete the Council’s application form to apply for financial assistance. Retrospective applications will not be considered.
2. The Clerk must receive the application form 7 days before the next Parish Council meeting to be considered at that meeting.
3. In considering applications, the Council will take into account how the grant will bring a direct benefit to the area and to some or all of the residents of Barley. Other considerations include ensuring the benefit will be commensurate with the expenditure incurred, the purpose for which the grant is required, the organisation’s accounts and any other supporting information (including letters of support). As the Council is legally restricted to the amount of money it can give as donations in a financial year, a further consideration will be donations requested by other organisations.
4. Where a grant is offered for a project still in the planning stages, the Council may pledge to grant a certain sum which will become payable when the project is under way. In this case, the offer will only be kept open for a limited period; the project must have commenced, or a firm commitment made to a start date. This must be within 3 months of the offer of financial assistance being made. After this time, the offer will lapse.
5. The Council is prevented by statute from giving financial assistance to individuals.
6. Applicants will be notified of the results of their application following a Council meeting. If successful, the Council will arrange the direct purchase of supplies (where practical) and this is the Council’s preferred process. A grant in the form of a cheque can be provided to the organisation on the application form if the Council agrees that a direct payment cannot be made. No cash donations will be made.
7. Recipients of a grant will be required to submit written confirmation of receipt of their grant. In addition, recipients will be required to provide the Council with a written statement within 12 months of the receipt of a grant indicating how the money has been used if a cheque has been issued.
8. As a rule, the Council will expect the applicant to be contributing monies from other sources (match funding to a degree) and will only make 100% funding available in special circumstances. The Council is unlikely to fund general maintenance costs, events that have already occurred or equipment purchased, general appeals or the repayment of loans.