**Chidham and Hambrook Parish Council Grant Applications**

**Terms and Conditions**

**Policy**

The Parish Council is generally supportive of grant applications that bring benefit to the community:

* Level 1 grants are most commonly designed to meet short-term needs; they can be up to £100
* Level 2 grants are most commonly designed to meet longer-term needs in excess of £100

Grants fall into three categories: Capital, Event and Revenue.

Applications must make clear how the community will benefit from the payment of the grant.

Preference will be given to:

* Capital and Event funding applications
* Organisations that can demonstrate they have made other fund-raising efforts

Grants will not normally be given to:

* Organisations from outside the Parish, unless there are identifiable benefits to a significant proportion of the residents of the Parish or a particular group of residents
* National charities

**Applications**

Applications for Level 1 and Level 2 grants can only be made by ‘not for profit’ organisations that have their own bank account. Level 2 applications must also have their own constitution which should accompany the application.

In addition

* Level 2 Capital or Event funding applications must be accompanied by the previous years audited accounts
* Level 2 Revenue funding applications must be accompanied by the previous two years audited accounts
* For a new group (in existence for two years or less) it will be sufficient to provide a projection of income and expenditure
* Three quotations are to be provided to support applications for Capital or Event funding

Level 1 applications may be made a resident for whom a member of the Finance Committee has vouched.

Level 2 applications can only be made by an officer (Chairman/Treasurer/ Secretary) of the organisation.

Applications (with supporting materials) should be made to the Clerk who will then arrange for them to be assessed by the Finance Committee. The Finance Committee will

* Adjudicate on Level 1 grants
* Make recommendations to the full Council on Level 2 grants

Grant applications cannot be automatically renewed nor should it be assumed that repeat bids will be successful.

The Parish Council reserves the right to:

* Request more information to support the grant application
* Provide a grant less than the amount requested
* Decline to make a grant
* Publicise the grant or grants awarded, in which case the applicants will be expected to participate in any publicity

Personal information will be held in accordance with the Data Protection Act 2018

Revised and agreed by Parish Council 7 January 2021