



PULHAM MARKET PARISH COUNCIL

Mrs L. Shulver, 59D High Road, Wortwell, Harleston, Norfolk, IP20 0HA, Telephone 01986 788048

Pulham Market Parish Council Grant Awarding Policy.

1. Grant Awarding Policy

Overview

Pulham Market Parish Council ("The Council") will consider on a case-by-case basis applications from village organisations for grants or funding and in doing so will take in to consideration the Parish Council's finances and budget.

Process

The grant application (form attached to this policy) is sent to the Parish Clerk for inclusion on the next meeting formal agenda.

The Council meeting will consider Grant applications during a formal Council meeting.

If an application is approved:

- the Council will issue payment for the sum approved
- Clerk will record the transaction in the Council finances
- the Clerk will write to the applicant advising the Council's decision and the "conditions" section below
- the Clerk will minute the action for the record.

If an application is refused:

- the Clerk will note the comments from the meeting and advise the applicant accordingly
- the Clerk will minute the action for the record.

Eligibility

Any Charity, Voluntary Group or Community Organisation must operate within the Parish and provide benefit to the local community, with the following provisos:

- must not be for an activity / organisation which is the responsibility of a Statutory Authority.
- ~~applications from schools for an activity that takes place within the school day will not be considered.~~
- the Parish Council will not fund activities outside its powers and functions.
- applications for general fund raising will not normally be considered.
- groups operating outside the parish boundary will not normally be considered.
- **grants are not awarded to individuals.**

Award Conditions



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1. Grant recipients will undertake to report to the Annual Parish Meeting (verbally or in writing) how the grant was used.
2. Additional similar applications within a 12month period will not normally be considered.
3. The award must be used for the purpose for which the application was made.
4. The award must be returned to the Council if it cannot be used for the stated purpose.
5. All awards must be properly accounted for and evidence of expenditure should be supplied. If the Council is not satisfied with the arrangements, they may request a refund of monies awarded.

This Policy was approved at a meeting of Pulham Market Parish Council on the. 12th February 2024
Signed

Cllr S Hewitt

Chair of Pulham Market Parish Council
See the footer for the renewal date.



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APPLICATION FORM (please complete in black pen)

Name of Organisation Applying for the Grant			
Charity Registration Number (If Applicable)		Web Address	
Main Contact of Applicant		Name	
		Address	
Telephone Number		Email	

What are the aims of your project in no more than 50 words

Summary of Project for which funding is sought in no more than 200 words

In preparing your summary you should also address the following questions when submitting your application

- a. *What the project is all about?*
- b. *Who will benefit from the project? How will Pulham Market residents benefit? How many people will benefit?*
- c. *What will the benefit/s be?*
- d. *Who will be responsible for delivering the project?*
- e. *What will funding be spent on?*



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f. How will the project be funded once the funding from the Parish Council comes to an end?

Total cost of project		
Amount requested from Pulham Market Parish Council		
Outline details of source/s of other funding	Name	Amount

Total Duration of the Project	Anticipated Start Date	Anticipated Completion Date

I confirm that this information is correct to the best of my knowledge

Signed on behalf of the Applicant:

Signed

Date