



MEDSTEAD PARISH COUNCIL

GRANT POLICY AND APPLICATION FORM

1. Eligibility Criteria

- 1) Applications will be considered from community associations, cultural, educational, sporting, leisure and charitable organisations for financial assistance towards the expenses of the organisation.
- 2) Individuals and commercial organisations are not eligible for grants.
- 3) Applicants may be required to produce evidence demonstrating that they have attempted to obtain grants from other sources.
- 4) Applicants should be aware that it is unlikely that Medstead Parish Council will approve a grant in excess of 50% of the cost of any project or activity for which support is being sought. The applicants must show that some or all of the inhabitants of Medstead will benefit from any grant.
- 5) Medstead Parish Council reserves the right to withhold, withdraw or recover the grant if:
 - The use for which the grant is awarded, ceases.
 - The aims and objectives vary to the extent that the application would not have been eligible for consideration at the time of the application.
 - The funds were not used for the purposes stated in the application.
- 6) When an organisation receives a grant in excess of £250 it shall be on condition that the Medstead Parish Clerk or any Councillor of Medstead Parish Council may visit the premises within six months of the grant being awarded to establish that the grant was properly used for the purposes specified in the application.
- 7) Organisations applying for a grant could be invited to send a representative(s) to address the Parish Council and answer any questions.
- 8) The Parish Council will not enter into any correspondence regarding decisions made by Medstead Parish Council, and the Council's decision shall be final.
- 9) Unless otherwise agreed, the applicant shall submit to Medstead Parish Council an annual report or accounts which contain information as to the use of the grant within six months of the end of the organisation's financial year. It should be noted that these could be made available to the Council's Auditor on demand

This application is to be accompanied by a copy of your latest set of financial accounts for the last 12-month period. (Word version of form available on request)

Medstead Parish Council - Grant Application Form

1	Name of applicant's organisation	
2	Details of applicant's organisation	
3	Name and role of the applicant's representative	
4	Address for correspondence and contact telephone number	
5	Objectives of the organisation	
6	Please supply details of the area served by your organisation.	
7	Details of who in the community (i.e. Medstead Parish) will benefit from the Grant	

8	Purpose for which financial assistance is required	
9	Total cost of project: (show detailed cost analysis (noting Policy point 4))	
10	Amount requested from Medstead Parish Council toward the project (noting Policy point 4)	
11	Details as to how the balance of the funding requirement is to be met	
12	Please state whether your organisation has received grant aid from any local authority including Medstead Parish Council or other grant aid body for any purpose within the last three years. If so please provide details, dates and amount of Grants.	
14	Please state any further details if you feel may help the Parish Council to process this application for a grant	
15	If you should receive a grant, to whom should the cheque be made payable?	