GRANT SCHEME - NUTFIELD PARISH COUNCIL

Application process

1. Completed grant applications must be received by the Clerk (see contact details below). The Council will consider applications quarterly in each year.

2. The Council's current standard application form must be completed in full and relevant information provided prior to consideration by the council. If you have any difficulty with completing the application form, please discuss it with the Clerk, who will be able to help you.

3. All documentation provided will be available for public scrutiny and should be legible.

4. Applicants will be informed of the council's decision as soon as practicable after consideration at a Council meeting but please be aware that decisions may not be made for several months so please plan ahead and get applications to us promptly.

5. Cheques will be made payable to the applicant organisation or to a nominated supplier only.

6. The availability of grant funding is dependent on a number of criteria (see below) and also the income (other than Precept) generated by the Council's services. Therefore, levels of funding will vary from year to year and the Council cannot guarantee that funds will be available.

Criteria

1. The applicant is a voluntary or charitable organisation ('not-for-profit') with a strong connection to Nutfield.

2. There should be a clear benefit to many people of the community of Nutfield.

3. The Council will not accept applications made "in retrospect".

4. Support is aimed at specific expenditure in 'project's) of a non-recurring nature. To this end, you must provide clear details of what you will spend the grant money on – if you do not, we cannot consider your application.

5. The Council will normally only commit funds once in each financial year for anyone organisation and it cannot guarantee availability of funding in subsequent years.

6. Types of project considered suitable are: improvements to the local environment and amenities; provision of recreational, arts or entertainment facilities.

7. The council requires some assurance that both the project and the applicant have long term viability and would expect some level of match funding in support of the application.

8. If a project is still in the planning stage a time-limited offer of a grant may be made conditional upon evidence of a firm commitment to a start date e.g. by placing a contractually binding order. The project for which the grant is claimed should commence within 6 months of the offer or it may lapse.

9. The Council may ask the applicant to incur the expenditure and provide invoices for reimbursement.

If successful

1. The applicant will be notified by telephone or email. At the same time, the applicant will be asked to re-confirm the amount requested, the payee details and to undertake to use the funds for the agreed purpose.

2. 3 months after payment by us, the applicant may be contacted and asked to provide evidence of expenditure e.g. a brief description of the work undertaken, photographs or copy invoices.