

Salhouse Parish Council

Grant Awards Policy

Depending on financial circumstances, Salhouse Parish Council, may, subject to the conditions outlined below allocate grants to local organisations and community groups.

The amount the Parish Council can allocate to grants will be determined when confirming the full Parish Council budget.

Eligibility

The following criteria must be met for a group to be considered for a grant:

- The group must be a charity, voluntary or community organisation.
- The group must be able to demonstrate that any funding from the Parish Council will benefit the residents of Salhouse.
- The group must be formally constituted and have a management committee made up of volunteers who are the employing body.

Individuals and businesses are not eligible for grant funding.

Scope of grants

Applications will be considered for the following purposes which must benefit some or all of the residents of Salhouse, these may include:

- For purchasing equipment either in part or in full
- For funding of transport that will enable group members to participate in a group trip or outing regardless of their incomes
- For training activities or to purchase the expertise of an outside trainer or facilitator
- For activities that raise the profile of the area
- For running costs of a viable group
- For hosting special events or celebrations
- For the provision of recreational facilities.

Conditions

Any grants made available for such purposes are funded directly from the Parish Precept (The Parish Council receives no other significant monies from any source with the exception of grant monies received for particular projects and ring fenced for that purpose)

- Multiple applications within a 12 month period will not normally be considered
- Prior approval of the Parish Council is required for any change of purpose of the grant. The Parish Council reserves the right to reclaim any grant not being used for the purpose specified on the application
- All awards must be properly accounted for, and evidence of expenditure should be supplied as requested. If the Parish Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded
- Applications must demonstrate value for money and community benefit

- An acknowledgement on receipt of the grant is required
- Retrospective applications will not be considered.

Application process

Applications should be made by completing the Grants Award Application Form and enclosing a copy of the latest set of annual accounts available for the group making the application.

For organisations evidence of a planned budget will be required.

Applications are accepted at any time of the year and will usually be considered as part of the next meeting of the Parish Council.

Applicants are usually informed within two weeks of the meeting and the grant money sent via BACS the following month.

Promotion

The Parish Council will ask for recognition from successful groups in the form of promotion of the Parish Council in newsletters or any press releases. The Parish Council will also recognise successful groups in its own reports to parishioners.

Policy adopted: 9th March 2026

Policy Review date: February 2029

Salhouse Parish Council Grant Application Form

For all not-for-profit groups and organisations meeting within the Parish and operating for the benefit of the residents of Salhouse.

Please ensure you have fully read the grant award policy and are eligible to apply.

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Name of Group/Organisation:

Registered Charity Number (if applicable):

Purpose of Group/Organisation:

Subject of Application:

Other Financial Sources being pursued and amount:

Documents to be sent with application:

- copies of two written quotations / estimates for all costs involved

For established groups:

- latest set of accounts and balance Sheet
- details of current financial position

or for new groups:

- a planned budget

Project details and reason for application:

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Total Cost of Project

£

Amount requested from Parish Council £

Bank Details:

Account name	
Sort code	
Account number	

Declaration: the above information is submitted to the Parish Council and is correct to the best of my / our knowledge.

Signature of Applicant:

Printed Name:

Position in Organisation:

Date:

Please note that the Parish Council likes to meet with all applicants, the Parish Clerk will let you know at which meeting this application will be considered.

Please send this completed form, together with supporting information to the Parish Clerk:
clerk@salhouseparishcouncil.gov.uk

Data Protection

The data contained on this form will be retained for the purposes of this grant and, if you are successful, within the Council's accounts for the required seven years. The data is held securely and will not be shared or be used for any other purpose.

As a data subject you have detailed rights including - right of access to your own personal data, right of correction, erasure and to object to processing and the right to lodge a complaint with the Information Commissioner (the ICO).

More information regarding how the Parish Council handles data can be found in its privacy statement - www.salhouseparishcouncil.gov.uk/documents