RACKENFORD AND CREACOMBE PARISH COUNCIL – 7 July 2020
Agenda item 9 (ii): REVIEW GRANTS POLICY

1. Rackenford and Creacombe Parish Council does not have a regular or annual process for awarding grants, however should a local group or organisation require funds, then these will be considered in exceptional circumstances. The applicant must demonstrate a clear need for financial support, and demonstrate how it benefits the Rackenford and Creacombe parish area or residents.

2. Requests must be in writing and sent to the Clerk at: South Riding, Roachill, South Molton EX36 4EB , or emailed to rackenfordparish@gmail.com .

3. Requests for funding must include:
    - Name of the group / organisation
    - Contact name and contact details
    - A summary of the scheme or project what you need the grant for
    - Total cost of the scheme / project
    - Amount of grant requested
    - A note on what other sources of funding have you sought
    - A Description of the benefits of the project / scheme, in particular describe how the Rackenford and Creacombe parish area or residents will benefit, and how many will benefit.
    - What will happen if your grant request is unsuccessful
    - Confirmation that you accept the Conditions set out below.

4. The council may request to see your most recent accounts or bank statements, and written constitution or aims and objectives before making a final decision.

5. Requests will only be considered at council meetings, please see website for future meeting dates.

6. The Council's decision will be final.

Conditions

1. The group / organisation must be a charity or not-for-profit.
2. Requests will **not** be considered for projects that discriminate on any grounds.
3. Grants will only be awarded to local groups or organisations and not individuals.
4. Groups / organisations must have their own bank account where at least 2 signatories are required for payments.
7. If the council chooses to award a grant, it is not an indication that future requests for funding will be also be successful.
8. Requests for retrospective funding will not be considered.
9. Only one request may be made each financial year.
10. If awarded, the grant must be used for the purpose for which it was awarded and within 6 months of being awarded. After 6 months from awarding, any unspent sums will be returned to the council within 2 weeks.
11. If requested, the group/ organisation will provide evidence on how any grant funds were awarded.
12. If grant funding is awarded, the parish council must be recognised in any advertising / marketing you carry out.
13. Canvassing of individual councillors is not permitted.

July 2020