**TERRINGTON ST CLEMENT PARISH COUNCIL**

**Grants Policy**

**The Parish Council will consider Grants from local organisations to fund or part fund events/projects in the parish of Terrington St Clement.**

* Applicants are required to complete the attached Grants Application Form and forward to the Clerk to the Council for the consideration of Full Council.
* Applicants will be required to provide copies of invoices and a reconciliation for the Grant Funding expenditure within 6 months of the completion of the event/project.
* The Parish Council will only sponsor events/projects if copies of the relevant insurances, Risk Assessments, Licences etc., are provided no less than 14 days prior to the event.
* Copies of the organisations Constitution and policies are to be provided i.e– child protection, safeguarding, equal opportunities, etc. as appropriate
* Only 1 application per annum will be accepted from any organisation
* The last audited accounts or Financial Statements with proof of balances for the organisation should be provided with the Grant Application Form for consideration of the Full Council
* The council requests that their support is acknowledged in any Press Releases/statements.
* Payment of Grant Funds are to be acknowledge as having been received in writing to the Clerk to the Council.
* Any unspent funds are to be returned to the council as appropriate.
* Applications are to be submitted to the Clerk to the Council 7 days prior to any Full Council Meeting.

**Signed:.......................................... Date.............................................**

**Chairman Terrington St Clement Parish Council**

**Minute Reference:**