

ELM PARISH COUNCIL

GRANT APPLICATIONS

To apply for a grant in the first instance, applicants should contact the Parish Council Clerk with an outline of the purpose and funding requirements. If the initial concept is accepted by the Council, an application form will be forwarded to the applicant

OR

Application forms may be downloaded from the Council's website.

APPLICATION PROCEDURE

Application Forms with full supporting documentation must be received by the Council on or before the first day of the month for consideration at the next Council meeting.

- 1) Awards may be claimed at any time during the financial year on provision of evidence that the money has been/will be used for the purpose stated
- 2) In all situations a written account of how the grant or subsidy has been used shall be submitted by the applicant to the Council with a copy of the invoice/quotations for the monies spent or to be spent.
- 3) In the case of organisations, current accounts and the previous years' accounts shall be submitted to the Council.
- 4) New organisations or individuals must provide proof of expenditure to the Council where practicable and submit a two year cash flow statement and business plan.
- 5) The Council reserves the right not to pay any award in the event of it not being used for the purpose specified on the application form.
- 6) Organisations that receive an award will be required to acknowledge the Parish Council's contribution on all publicity/printed material.
- 7) All awards must be properly accounted for and evidence of expenditure should be supplied as requested.