## Hoxne Parish Council

# **Grants Policy and Process**

#### POLICY:

Hoxne Parish Council awards grants at its discretion to community organisations which can demonstrate a clear need for financial support to benefit Hoxne by:

- Providing a service
- Enhancing the quality of life
- · Improving the environment
- Promoting Hoxne in a positive way.

The organisation must be non-profit making or charitable. Grants will not be made to individuals and would not normally exceed 50% of the cost of the project or activity. Grants will not be made retrospectively and only one application for a grant will be considered from each organisation in any one financial year.

### **APPLICATION PROCESS:**

Applications will be invited throughout the Council year. The Council's grants budget will be set annually as part of the general budget setting process.

Organisations/applicants will need to provide:

- · A letter of application on the organisation's official letterhead
- A copy of their previous year's accounts or, for new initiatives, a budget forecast
- Details of their aims and purpose; project or activity; proportion/number of beneficiaries living in the electoral area

#### and

· demonstrate a clear need for funding.

All applications will be considered at full Council meetings and the Parish Council's decision shall be final. All applicants will be contacted following the Council's decision.

Chairman