



Worplesdon Parish Council

Grant Aid Policy

Approved by the Full Council – 25 May 2017

1. Any requests for Grant Aid must be submitted to the Parish Council, in writing by, 31 August each year.
2. Applicants seeking grant aid should confirm that they have sought more than one quotation and have selected the best value quotation prior to grant aid being awarded. Applicants should provide a copy of their annual accounts to prove the “need” for the grant aid.
3. Ordinarily a **maximum of £500** will be awarded. This may be increased in exceptional circumstances. Evidence of matched funding will be expected.
4. All applicants will receive an acknowledgement of their application upon receipt. Notification on whether the application has been successful and how much grant will be paid will be made no later than February of the following year. The maximum grant aid payable to be clearly stated.
5. On receipt of the final invoice, the Grant Aid will be paid.
6. If emergency grant aid is to be considered during the current financial year, a copy of the current financial status of the organisation **MUST** be obtained, as evidence of the emergency status.
7. Each grant application will be treated on its own merit.

To be reviewed May 2018