



Newport and Carisbrooke Parish Council

GRANTS AND DONATIONS POLICY

This Policy was adopted on 10th October 16 to enable Newport Parish Council to assess grant requests received from the local community.

Criteria for Assessment

Please consider these criteria carefully before making an application.

- (i) That applicants should be people or organisations undertaking charitable, philanthropic or other activities of community benefit to residents of the Newport parish
- (ii) That the applicant should complete an application form and return to the Clerk.
- (iii) That the request should state the purpose of the request, the amount requested, the proposed usage of the grant monies, the total cost of the project (if appropriate), the timescale within which the monies will be spent and how the monies will have an impact on the wellbeing of the Newport community.
- (iv) That the request should include a copy of the applicant's latest accounts if applicable.
- (v) That the request should identify key sources of funding for the project that have been received from other sources and whether a grant would enable the applicant to receive matched funding.
- (vi) That at least one Councillor should support the application
- (vii) That requests will be considered by the Parish Council at the next available full council meeting, providing the above criteria (vi) is met
- (viii) That the applicant will be informed in writing of the Council's decision.
- (ix) That the successful applicant will receive the grant payment as soon as practicable.
- (x) That the Council may reserve the right to publicise the handing over of the grant payment.

- (xi) That the applicant will be asked to provide a report on how the grant has been used for the benefit of the Newport community within one year of the grant being made.
- (xii) That the Council's decision is final.
- (xiii) That any grant that is not be spent within the agreed funding period should be returned to the Council unless an extension to the funding period is agreed.
- (xiv) That the Policy should be revisited at the beginning of each financial year.

Reviewed: July 2018

Adopted: July 2018