

WOTTON PARISH COUNCIL

GRANT AWARDING POLICY & APPLICATION FORM

1. Introduction

Wotton Parish Council values the work of local voluntary groups and organisations and has a policy for making grants to groups and organisations which contribute to the welfare of the community by improving or supporting facilities and/or activities. Applicants must be able to demonstrate a clear need for financial support.

2. Guidelines

- 2.1 An overall limit for the annual provision of grant aid will be determined as part of the budget setting process in January each year.
- 2.2 Applicants must complete the grant application form and return it together with the required financial information to the Parish Clerk at least 10 days before a meeting of the Parish Council.
- 2.3 Grants will not routinely exceed 50% of the cost of the project or activity.
- 2.4 Applicants will provide details of the project or activity and the number of Wotton residents expected to benefit.
- 2.5 Organisations must provide a report of how the money has been spent. Any unspent money must be returned to the Parish Council.
- 2.6 As a condition of receiving a grant, organisations will be required to acknowledge the Parish Council's support in publicity material.
- 2.7 The Parish Council will not normally support commercial organisations, major charities, bodies considered to be self-funded or provided for by other authorities.
- 2.8 The Parish Council reserves the right to refuse any grant application or offer an alternate amount to that originally requested.

1	Name of Applicant Organisation	
2	Year of Formation	
3	Objectives	
4	Current Membership	
5	Person Responsible	
6	Address and daytime phone number	
7	Purpose for which Grant Aid is sought	
8	Total anticipated cost of project and how this will be achieved	
9	Amount of Grant Aid requested	
10	If you have applied to any other source for finance, please give details	

I hereby certify that to the best of my knowledge and belief the above information is correct.

Signed Date

Please return this form to the Parish Clerk together with supporting documents.

Email: clerkwottonsurrey@wottonparishcouncil.org. Tel: 07958 519350.