

# CASTLE SOWERBY PARISH COUNCIL

Clerk: Rachael Kelly, 29 Greystoke Park Avenue, Penrith, Cumbria, CA11 9DB. Tel: 01768 863900;  
parishclerk@castlesowerby.org.uk; www.castlesowerby.org.uk

## Grant Policy

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### 1 POLICY AND GUIDANCE

1. Castle Sowerby Parish Council (“the Council”) may award a grant to local organisations who have charitable objectives and operate on a not-for-profit basis.
2. Grants are to help organisations meet capital or running costs.
3. In this context “local” means that the organisation is based within the parish of Castle Sowerby or it provides services/activities that benefit Castle Sowerby residents, tourist economy and/or businesses.
4. Monies awarded through this process are drawn from a limited budget and organisations are limited to one application per year. The application should be supported by information on how the balance of funding is being met.
5. Grant applications will NOT be considered from:
  - Private business ventures
  - Other local authorities
  - Any political body, pressure or lobbying groups
6. The Council will not make grants to organisations whose accounts are not in good order.
7. Other than in exceptional circumstances the Council will not fund:
  - Organisations which are properly the subject of statutory funding
  - Retrospective applications
8. The Council requires any organisation applying for a grant to comply with the spirit and the letter of the law in respect of providing an equal and non-discriminatory service to all eligible for its services. Any evidence that this is not the case will disqualify an organisation from being offered a grant, or if a grant has already been offered will result in the offer being rescinded.
9. Applications must be submitted on a form available from the Clerk and be accompanied by all the relevant documents including financial information.
10. Applications submitted without the required supporting documents will be returned and only considered when ALL the required information is submitted.
11. It is the responsibility of the RFO to require that applicants supply to him/her such information as he/she considers necessary to satisfy him/ herself of the financial integrity of the applicant prior to referring the application to the full Council.
12. Applications will be determined by the full Council. Members will be provided with a copy of the grant application and supporting documentation. The Council may request representatives of an organisation to attend a meeting to make a presentation on the work of their organisation and / or their application. Council meetings are open to the public and there is a section available for public questions.
13. All applicants will be informed in writing of the Council’s decision regarding their grant application.

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For more information please contact:

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Tel: 01768 863900

*Approved:* May 2020

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