

ALLOCATING GRANTS AND DONATIONS

GUIDANCE AND POLICY

SEPTEMBER 2015

1. Grants and donations annual budget (usually £2000) to be set for approval during December/January at a Town Council meeting each year.
2. Grants and donations to be allocated twice a year (usually Feb and Sept) and discussed and agreed at a Town Council Meeting.
3. Posters and adverts for publicising the availability of grants to be displayed approx. one month prior to consideration of the applications, giving details and deadline for applications.
4. Applications invited from local voluntary charitable organisations operating within the parish and providing local services to benefit the community.
5. Applications must be in writing giving details of the organisation, project, supporting financial information and brief recent accounts.
6. All recipients will be notified in writing of the amount granted to that organisation and paid by cheque.
7. All grant recipients will be required to email a short article to the community website (www.whaleybridge.com) giving brief details about their organisation and how the grant will be spent.