

## **Small Grants Fund – Terms & Conditions for Applicants**

The Castle Bromwich Parish Council awards grants to voluntary organisations and community groups, which, in the opinion of the Council is in the interests of the Parish of Castle Bromwich and/or its inhabitants and will benefit them in a manner commensurate with the expenditure.

All applications will be considered on their individual merits. The final decision on assessment of applications and the level of any award offered lies with the Castle Bromwich Parish Council.

### **Eligibility**

Before a grant can be offered an organisation must show that:

- It is a properly constituted organisation. Any affiliations to regional/national bodies should be noted.
- Its financial position is such that the grant is essential to the early commencement of the project.
- It has investigated other sources of funding

### **Conditions**

- If the grant is put to purposes other than those for which the grant was awarded without the prior approval of the Parish Council, the recipient organisation shall be required to repay the grant
- The organisation shall supply such information as the Parish Council may request regarding the impact of the project on the Parish of Castle Bromwich and/or its inhabitants.

### **Amount of Grant**

- Applicants will be required to meet a significant proportion of the estimated costs of the project.
- In determining the level of grant to be awarded the Parish Council will take into account the organisations resources, location, type of intended benefit, contributions from other funding bodies and the total cost of the project.

### **Timescales**

- Grants will be awarded three times a year at the Finance Committee meetings scheduled for June, October and February. Dates are on display on the Council Notice Board and applications should arrive 2 weeks prior to the meeting.
- Completed application forms should be forwarded to the Clerk at the above address. An acknowledgement of receipt will be sent, if requested.
- All applicants will be notified within two weeks of any decision being made.

### **Payment**

- Cheques will be made payable to the organisation and not any one individual. (as named overleaf)
- Clear indication of how the grant has been spent will be required

Completed application form should be returned to the Council Office

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