



Boyton Parish Council Grant making procedure

How do you apply?

- The Parish Council is committed to making the grant application process as easy and as accessible as possible for local voluntary and community groups, regardless of size and professional fund-raising expertise. Please contact the Parish Clerk if you have any difficulties in accessing or completing the forms.
- Application forms can be obtained from the Parish Council clerk or downloaded from our website.
- The Parish Council welcomes the opportunity for a preliminary discussion as to whether your application meets the eligibility criteria prior to you submitting it for assessment.
- If you are not part of an organisation but wish to apply for funding, then we may be able to help by linking you to a charity who may act as a conduit for finance.

What do we require from you?

- Completed application form
- Constitution or governing document (if available)
- Up-to-date, approved annual accounts or financial statement signed by the treasurer (if your organisation has been running for 12 months or more)
- A budget
- Any other material you consider relevant to support your application

Please note that there is no right of appeal on award decisions made.

How will we pay you?

Once you have been awarded a grant, the Parish Council will make the payment on receipt of our signed terms and conditions.

How are grants monitored?

The Parish Council will ask you to provide feedback on how the grant has been spent and the benefits it has achieved. This will be in the form of a short written report at the Annual Parish Meeting held in April.

For further information please contact:

Gerry Bathe 01394 411376

boytonpc@gmail.com

1 Rectory Road, Hollesley, Woodbridge IP12 3JS

Please send your completed application form and accompanying paperwork to the above address.