

# **HOXNE PARISH COUNCIL**

## **GRANTS POLICY AND PROCESS**

Hoxne Parish Council awards grants at its discretion to community organisations which can demonstrate a clear need for financial support to benefit Hoxne by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting Hoxne in a positive way.

The organisation must be non-profit making or charitable. Grants will not be made to individuals and would not normally exceed 50% of the cost of the project or activity. Grants will not be made retrospectively and only one application for a grant will be considered from each organisation in any one financial year.

### **APPLICATION PROCESS:**

Applications will be invited throughout the Council year. The Council's grant budget will be set annually as part of the general budget setting process.

Organisations/applicants will need to provide:

- A letter of application on the organisation's official letterhead
- A copy of their previous year's accounts or, for new initiatives, a budget forecast
- Details of their aims and purpose; project or activity; proportion/number of beneficiaries living in the electoral area

and

- Demonstrate a clear need for funding.

All applications will be considered at full Council meetings and the Parish Council's decision shall be final. All applicants will be contacted following the Council's decision.