

## Grant Application Selection Criteria

**The criteria for selection should be:** Reasonable  
Defensible  
Transparent  
Objective

1. Grants must be a benefit to the Parish or is in the interests of some or all of its inhabitants.
2. The applicant must demonstrate how the grant will promote and develop community activity and/or engagement.
3. Grants must be used for capital projects. However, under special circumstances revenue grants will be considered if a public service is being provided to the parish.
4. Grants cannot be used to benefit one person nor to benefit an organisation that operates exclusively outside the parish.
5. Grants cannot be used for personal or financial gain.
6. Grants cannot be used for the maintenance of privately owned property.
7. No grant application will be accepted after the published deadline.
8. Recurring grant applications for the same activity will not normally be considered unless under special circumstances where a public service is being provided to the parish.
9. Evidence of own fundraising efforts is needed.
10. The applicant must be prepared to provide the Parish Council with evidence that the grant has been spent within 12 months of receipt on the project for which it has been awarded, and if the applicant wishes to receive future grant funding then evidence of the existing grant expenditure is needed first. If any of the awarded grant is not spent it must be returned to the Parish Council by the end of the 12 month period after receipt.

### **Grant Award Timetable:**

1. Grants to be returned by the published deadline on the application form, usually the end of October.
2. The Finance and Budget Committee will usually meet in November, after setting a date to meet at the November meeting of the Parish Council, to decide on who to award a grant and how much to award them based on the above criteria.
3. The final recommendations will be made to the Parish Council at their December meeting, and the final decisions on the awarding of grants made.
4. Successful grant applicants will receive their official grant award notification letters by the end of December.
5. Grant awards will be paid to the successful applicants by May of the following year.