



## CODSALL PARISH COUNCIL GRANT POLICY

The following is a statement of the Parish Council's Policy for awarding grants to local groups, clubs and societies.

- 1 Applicants are asked to submit their applications on the Parish Council application form, which can be obtained from The Clerk, Codsall Parish Council, Parish Council Offices, Station Road, Codsall WV8 1BY. Tel 01902 842426. email: [codsallparishcouncil@googlemail.com](mailto:codsallparishcouncil@googlemail.com)
- 2 Grant Awards will be made throughout the year.  
The Parish Council will consider applications for grants only from non-profit making voluntary organisations, charitable bodies or other bodies (but not individuals) providing a public service other than for gain, which will directly benefit the parish of Codsall, Codsall Wood & Oaken and its inhabitants. Priority will be given to smaller and more local organisations.
- 3 No group can apply for more than **one grant** in any year, unless they can show exceptional circumstances. The Parish Council has very limited funds and unfortunately cannot make substantial grants available. Other bodies should, therefore, be approached for financial assistance.
- 4 Last two Financial Year End Accounts, including any reserves, must be sent in along with the grant application form. The application cannot be considered without this additional financial information.
- 5 Every applicant should also show any other sources of funding applied for/obtained.
- 8 Applicants with considerable reserves may not receive a grant unless they can show that there is a positive reason for holding a large amount of funds.
9. Applicants will be urged to explore match funding from other sources.
- 10 New groups that do not have a set of accounts can still apply, but they must show how they will benefit the Parish, and they must send in a brief explanation of how they expect to fund their event or project, and any other financial arrangements they plan to make.
- 11 Any grant must be used within 12 months of receipt. The Council will withdraw the grant if the event or project does not take place.

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## Codsall Parish Council Grant Request Form

<b>Organisation Name</b>		<b>Charity Number [if applicable]</b>	
<b>Address</b>		<b>Date Requested</b>	
<b>Requestor</b>		<b>Date Required</b>	

### Amount applied for

£

**Description of the work of the Organisation and the reason for the grant.  
How does the charity benefit the residents of Codsall.  
How many of your members are residents of Codsall Parish.**

Additional sheet can be included

Documents Included (please tick)	This Year	Last Financial Year	
1. <a href="#">Balance Sheet</a>			
2. <a href="#">Profit &amp; Loss</a>			
3. <a href="#">Bank Reconciliation</a>			

### Decision - office use only

		Approved			Rejected
		Approved with modifications			Deferred

### Justifications