



Guidelines for completing a Grant Application

North Waltham Parish Council has funds available to provide grants for a specific purpose to organisations that will benefit the parish, or residents of the parish. These guidelines have been developed to assist organisations in making applications.

Grant Awarding Policy and Grant Application Form

- The Parish Council have a Grant Awarding Policy, which all applicants should read prior to making an application.
- Applicants should ensure they meet the conditions of funding and follow the grant application process.
- The Grant Application Form should be used to make all applications.

Timing of Application

- Early application is advised as the Parish Council has limited funds available for grants.
- A Grant Application will be discussed at the next Parish Council ordinary meeting following receipt and the applicants will be advised of the outcome within a few days after the meeting.
- Applications should be made by 1st December at the latest, to allow the application to be discussed and approved / declined by the end of the calendar year. This allows the Parish Council to use any remaining funds for other projects of benefit to the community before the end of the financial year (end March).
- Parish Council meetings are always held on the third Tuesday of the month.

Purpose of Grant

- The Parish Council will look favourably on grants to support specific projects and will not normally support ongoing operating or maintenance costs. This is to allow sustainability and ensure organisations do not depend on annual grants that the Parish Council may not have the funds to support going forward.
- However, in exceptional circumstances of extreme hardship, grant applications for operating or maintenance costs will be considered.

Grant Awarding Policy and Grant Application Form

are available from <https://www.northwaltham.net/parish-council/documents/>
or contact the Clerk to the Parish Council on 01256 397188 or clerk@northwaltham.info