



## **LISS PARISH COUNCIL GRANT APPLICATION PROCEDURE**

### **Introduction**

To ensure that all grant aid applications to Liss Parish Council (“LPC”) are treated equally a standardized form has been introduced to supply pertinent information in order that Councillors can make a considered decision.

All completed application forms must be submitted to the Clerk at LPC and they will then be presented to the next Finance Committee meeting.

### **Guide To Completion Of The Grant Application Form**

1. Grants will normally only be made to charitable bodies, clubs or organisations based and operating in Liss; in exceptional circumstances grants to bodies or organisations based outside Liss will be considered if there is a demonstrable benefit to the Parish of Liss.
2. Applicant bodies must nominate one person for contact details.
3. Grants applied for must be for a specified amount; general applications will not be considered.
4. The proposed use of any grant made must be specified (e.g. for capital purchases, running costs, subsidy for hardship cases etc.).
5. Details of who will benefit must be supplied; these do not need to be personal details in cases of hardship.
6. A set of the most recent audited financial statements must be supplied with the application form. No consideration of a grant will be made where accounts are not supplied or more than six months old.

Grants given are recorded in the Clerk’s Report (usually April/May each year) and can be found under Council Minutes.

Adopted by Liss Parish Council on 18<sup>th</sup> February 2019.

To be reviewed in 2022.