Yaxham Parish Council Grants Policy

Adopted by Yaxham Parish Council at its Meeting on 22nd March 2018.

1. Each year when agreeing its annual budget and it earmarks reserves the Parish Council shall give consideration to making funds available for grants to qualifying organisations from within the Parish for projects that benefit all or part of the Parish.
2. The Parish Council in doing this will keep in mind those projects listed in the 2017 Yaxham Neighbourhood Plan Community Benefit Policy COM02. Other projects will also be considered, including smaller projects i.e. those projects requesting up to £1,000. Medium projects are those requesting £1,001 to £10,000 and Larger projects are those requesting £10,001 or more from the Council.
3. The Parish Council will expect Applications for Medium and Larger projects to demonstrate how much additional funding from other sources that the Applicant has applied for, received or could apply for in the event that an Application to the Parish Council is successful, or explain why this is not practical. Overall the Parish Council will expect applicants to secure at least £1 of external funding for every £1 granted, or provide an explanation as to why this is not achievable.
4. The Parish Council reserves the right to make all or part of the award of a grant contingent on the Applicant successfully securing additional funding from other sources, and/or securing planning permission or any other permissions that may be required for the project to proceed.
5. Applications for funds for projects should be made in writing to the Clerk using the forms attached. Any grants awarded will be limited to the uses as set out in the Application. The Parish Council will periodically request for confirmation of the use of the grant made in line with the Application. If a project fails to proceed or there are funds remaining at a project’s completion, then all unused funds are to be returned to the Parish Council. If an Applicant needs to vary the terms of the grant award, then they should write to the Clerk setting out the proposal for the Parish Council to consider.
6. The Parish Council will approve or reject each Application, or will request further information. The decision of the Parish Council is final and the reasons for accepting or refusing an Application will be provided in writing to the applicant and recorded in the Minutes of the relevant Parish Council meeting.

**Application Forms can be found at:** <http://yaxham.com/parish-council/code-of-conduct/>

* Smaller Project Application Form
* Medium & Larger Project Application Form

**Send completed Application Forms to:**

**Mrs Melanie Eversfield**

**Clerk to Yaxham Parish Council**

**19 Willow Close, Brundall, Norfolk NR13 5PZ**

**Tel: 01603 712943 Email:** [**yaxhamparishclerk@gmail.com**](mailto:yaxhamparishclerk@gmail.com)

**What types of projects are eligible?**

The following list is not exhaustive, and consideration is given to any projects that meet the Parish Council’s aims and objectives.

* One-off community events such as community fun day expenses, litter-picking, sports events etc
* Contributing to the purchasing of major capital items such as to support or encourage community sports facilities
* Purchasing items to run a project such as specialised medical equipment, sports and exercise equipment for local club, arts and craft materials for a workshop or for a youth project.
* Improvements to community buildings and facilities such as painting or refurbishing buildings, or upgrading and improving existing community facilities
* Improvements to external spaces such as park clean ups, community gardens, disabled access projects, food growing projects, woodland walk.
* Purchasing materials to undertake a place based improvement project such as buying paint, litter pickers, gravel, grass seed, plants, and benches.

**Who can apply?**

Applications will be accepted from a wide range of organisations within the Parish of Yaxham including, but not limited to:

* Voluntary/community organisations
* Registered charities
* Yaxham VA Primary School
* Sports clubs
* Community groups
* Other not-for-profit organisations might also be eligible Businesses and ‘for profit’ organisations are not eligible.

**How much can we apply for?**

Grants are split into three categories

1. Up to £1,000 – Smaller Projects
2. £1,001 £10,000 – Medium Projects
3. £10,001 or greater – Large Projects