



FINANCIAL ASSISTANCE AWARDING POLICY

1. Objective

The Parish Council wishes to support activities and causes which benefit the parish of Melbourne. Financial assistance is any payment made by the Parish Council for the specific purpose for which it is claimed and for the well being of the community.

2. Eligibility

Any funding made by the Parish Council must directly benefit some or all of the residents of the parish of Melbourne.

The following criteria must be met for a group to be considered for financial assistance-

- a) The group must be a charity, voluntary or community organisation;
- b) The group must be able to demonstrate that any funding from the Parish Council will directly benefit the residents of Melbourne;
- c) The group must be formally constituted and have a management committee made up of volunteers.

Individuals, businesses, religious groups or political parties are **not** eligible for grant funding.

3. Conditions

- a) Multiple applications within a 12 month period will not normally be considered;
- b) The Parish Council reserves the right to reclaim any funding not being used for the purpose specified on the application form. The Parish Clerk will, therefore, be allowed to verify that the monies have been spent accordingly;
- c) Proper evidence of actual or estimated expenditure must be supplied to the Parish Council prior to the payment of any funds. If the Parish Council is not satisfied with the arrangements it reserves the right to request a refund of monies awarded;

- d) Financial assistance cannot be awarded after the relevant project or event has been completed;
- e) An acknowledgement on receipt of the funding cheque or transfer into the group's account is required.

4. Application Process.

- a) Applications should be made by completing the Financial Assistance Awarding Application Form and enclosing a copy of the latest set of independently approved accounts (for both current and savings accounts) for the group making the application.
- b) Applications are accepted at any time of the year, but previous knowledge on on-going annual financial requests should be made to the Parish Council before the setting of the annual precept.
- c) Applicants are usually informed within two weeks of the meeting.

5. Promotion.

The Parish Council will ask for recognition from successful groups in the form of the promotion of the Parish Council in the organisation's newsletter or any press release. The Parish Council will also recognise successful groups in its own reports to parishioners.

Adopted: 2019

Reviewed: Every two years by the Finance Committee