

## Grant Application Policy

Lilleshall is a Parish Council serving its community at a local level and hopes to benefit every local resident in some way. Whilst it is a thriving Parish, it is necessary to work within its tight budget and to make best use of the finance available to it.

The Parish Council will meet during the year to discuss grant applications that have been received.

Each request for financial assistance will receive an application form. These will need to be completed and returned to the Clerk to the Council at least three clear days before each Full Council meeting. Should this deadline be missed, then the request will be held on file until the next meeting. In exceptional circumstances the Parish Council reserves the right to consider a request between Full Council meetings through an Extraordinary Council Meeting.

Any grant requests sent into Lilleshall Parish Council should comply with the following requirements;

- Grants cannot be given to individuals. Cheques must be made payable to an organisation or group (and not to an individual). Grants must benefit a substantial proportion of the electorate of the Parish.
- No applicant can apply more than once in any financial year.
- No applications can be carried from or to another financial year and must only be considered within the financial year of when the application is considered by Council.
- Applications shall be up to £300.00 per applicant.
- Only in exceptional circumstances will the Parish Council consider grants above the £300.00 threshold.

Please return completed grant application forms to the Clerk at Hillside Meeting Room, Hillside, Lilleshall, Shropshire, TF10 9HG or email it to [lilleshallparishcouncil@gmail.com](mailto:lilleshallparishcouncil@gmail.com)

***This policy was adopted by Lilleshall Parish Council at its meeting held 5<sup>th</sup> October 2021 and shall be reviewed no later than June 2024.***