

### GRANT REQUEST POLICY

The Parish Council considers grant requests from organisations as part of its annual budget setting process in December of each financial year.

#### Eligibility

Only registered charities, voluntary groups or community organisations are eligible to apply for a grant.

Any organisation applying for a grant must be primarily based within the parish of Hutton and be able to demonstrate that funds awarded will be used for the benefit of local residents.

#### Conditions

- Any grant is made at the discretion of the Parish Council and is not an entitlement for any organisation.
- An award is made on the condition that it is used for the purpose for which the application was made
- If an organisation is unable to use all or any part of the award for the stated purpose then all or any monies not used for the stated purpose must be returned to the Council.
- All awards must be properly accounted for, and evidence of expenditure is to be supplied as requested. If the Council is not satisfied with any aspect of the application, it reserves the right to a refund of monies awarded.

#### Applications

A grant request should be submitted to the Clerk in writing/via email to assist councillors in their decision making at the next Parish Council Meeting.

**This policy was adopted on 1<sup>st</sup> June 2026.**