



# Romsley Parish Council

## Policy for considering grant applications

1. All Grant Applications must be submitted on the Romsley Parish Council grant Application form.  
Applications should be sent to Romsley Parish Council, PO Box 1860, Halesowen B62 2QL or emailed to [clerk@romsleyparishcouncil.gov.uk](mailto:clerk@romsleyparishcouncil.gov.uk) and will be acknowledged.
2. All Applications shall be considered by the full Parish Council
3. The Council must receive applications of over £500 by the 31st December for consideration to award grants in the following financial year (after 1st April). Applications received will be considered in January and late applications will not be considered.
4. The Full Council will consider applications of £500 and less, quarterly, with consideration given to parish councils current financial situation and expenditure commitments.
5. After consideration and ratification by the Parish Council, the Clerk will inform all Applicants, in writing, whether or not their application has been successful. The Parish Councils decision shall be final.
6. Funds awarded to any organisation must be used to benefit the residents of Romsley Parish with full details being provided by the Applicant on the application form.
7. Organisations should be aware that any award made and the amount thereof is at the discretion of the Parish Council. Grants are not on-going year on year. The Applicant shall indicate other funding applied for / granted from other organisations, including other Local Councils, and give evidence of fund raising activities already undertaken.
8. Any Applicant receiving a grant of £500 or more in any one financial year will be required to provide a written report of how the money has been used. The report must be provided within 6 months of the end of the financial year in which the grant was made (i.e. by 30th September). If a report is not provided within the 6 month period, all future applications will be placed in jeopardy.
9. Grants of £1,000 and over awarded to support revenue expenditure will be paid in two instalments, in April and October, and any subsequent successful application may be reduced each year to encourage applicants to secure alternative long term sustainable funding sources.
10. Grants of £1,000 and over awarded for capital purchases may, at the discretion of the Parish Council, be paid in either one or two instalments,.