



## PARISH GRANT SCHEME (PGS) GUIDELINES FOR APPLICANTS

1. Groups within the Charfield Parish can apply to the PGS. Those outside the Parish who can demonstrate direct benefit to the inhabitants will also be eligible to apply.
2. The PGS will support both capital and revenue projects and all projects are eligible whatever the associated costs.
3. Groups will apply to the PGS using the agreed application form.
4. Groups will be expected to supply accompanying documentation as detailed on the application form.
5. Groups can apply once per year but may bid for a number of elements of a project in the application.
6. All applications will be considered with regard to financial stability of the groups and judged on their own merits.
7. Groups will be expected to contribute some of their own funds to the project although a set percentage has not been agreed
8. Where partnership funding is being sourced outside the Parish, the Parish Council may wish to see that such funding has been secured/applied for prior to awarding a grant.
9. Retrospective applications (ie for projects already completed) will not be allowed at this time.
10. If you are in any doubt about any part of the application process please contact the Parish Clerk for advice. If you are not able to send all supporting documentation together prior to the deadline (30<sup>th</sup> December 2018) – please submit the application form by the deadline with a covering note. If you are successful all documentation will be required prior to payment being made in Summer 2019.
11. General Data Protection Regulations – all information supplied will be handled in accordance with Charfield Parish Council's Privacy Notice and Retention of Documents Policy.