



KILSBY PARISH COUNCIL

**Chair - Mrs Catherine Camp, 18, Kilsby Road, Barby, Rugby CV21 3JL
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PARISH ORGANISATIONS.

Procedures for Applying for a Parish Council Grant.

As a Parish Organisation or Club you may wish to request grant aid from the Parish Council. Applicants should follow the procedures set out below.

Applications for Grant Aid:

Associations applying for grants should be primarily for the benefit of the parishioners of Kilsby, and should have an equal opportunity policy.

All applications for Grant Aid must be accompanied by:-

- a) A statement of why the expenditure is required and the benefits it will produce.
- b) The most recent statement of Accounts
- c) A figure stating the amount of grant aid required and details of how it is to be spent with estimates if applicable.
- d) Applications must be given to the Clerk by 1st November to allow for inclusion in the Parish Council budget figures or the application may not be considered.
- e) If an applicant is expecting grant aid from other sources, evidence of this must be provided.
- f) Applicants must inform Parish Council with evidence when the expenditure has taken place.

Please note that it may be advantageous for the Parish Council to purchase items on behalf of an association. This allows VAT to be reclaimed but to do this Kilsby Parish Council must retain ownership of the item.

It is NOT possible to reclaim VAT when the association has paid for something themselves. VAT laws are complicated and it would be advisable to check the current situation before proceeding.

Grant Aid:

Where a grant is paid to an organisation, the Parish Council need evidence of how a grant has been used in the form of an Annual Statement of Accounts. This should be sent to the Clerk following the A.G.M. of the Association or by 1st November to allow it to be presented to the Parish Council annual budget meeting.

Associations managing Parish Council assets.

All associations managing a Parish Council owned facility are required to produce an Annual statement of accounts and Annual Chairman's report. This should be sent to the Clerk following the Association A.G.M.

The associations may be asked for occasional reports during the year.

Adopted 2011

Signed Chairman.....

Signed R.F.O *Catherine M Camp*