



RAYNE PARISH COUNCIL

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1.

Rayne Parish Council Precept Grant Policy

1. PURPOSE

- 1.1 The purpose of the Rayne Parish Council Precept Grant is to encourage and assist Clubs/Organisations/Societies/Associations (hereafter Applicants) to carry out activities for the benefit of Rayne parishioners;
- 1.2 The Rayne Parish Council Precept Grant is not intended as a substitute for fund raising by Applicants, but to assist where fund raising is difficult;
- 1.3 The Rayne Parish Council Precept Grant is not intended to build up reserves;
- 1.4 A Grant may also be awarded for the commencement of an activity;
- 1.5 Where a Grant has been awarded for a specific project, Rayne Parish Council reserve the right to request sight of invoices before the final Grant is paid.

2. APPLICANT

- 2.1 Applicants should be voluntary, non-profit making and non-commercial businesses, with a minimum of 50% members residing in the parish of Rayne;
- 2.2 Accounts for the previous year must be submitted with the completed Grant Application Form;
- 2.3 Applicants must clearly demonstrate how the grant will be of benefit to parishioners of Rayne;
- 2.4 The Applicant is required to have a bank account in its own name.

3. RESTRICTIONS

- 3.1 Grants will not be awarded to Applicants who have significant financial reserves unless the excess reserves can be clearly identified as designated for specific projects;
- 3.2 Grants will not be awarded to Applicants who will pass the grant on to another organisation or charity as a grant from themselves.

4. PROCESS

- 4.1 In September of each year, posters will advertise that Grant Application Forms are available in respect of the next financial year. Forms can be obtained from the Clerk, or can be downloaded from www.rayne-essex.gov.uk
- 4.2 The deadline for receipt of completed Application Forms will be clearly specified and must be adhered to;
- 4.3 Applicants must ensure that they have provided all the necessary information;
- 4.4 In November, the Council will consider all Application Forms at the annual Precept meeting. Applicants may be invited to attend the meeting and answer questions;
- 4.5 The combined figure of all agreed grants will form part of the precept request on Braintree District Council for the next financial year;
- 4.6 A letter will be sent to each Applicant advising of Rayne Parish Council's decision and payment will be issued in the next financial year following the receipt of an invoice from the Applicant;
- 4.7 The Applicant shall provide a written account of how the grant has been used to Rayne Parish Council within three months of the grant being paid;
- 4.8 In the event, for whatever reason, of the grant not being used, in part or in full, an explanation shall be submitted to Rayne Parish Council within six months of the grant being made;
- 4.9 Rayne Parish Council reserves the right to reclaim any grant in the event of it not being used for the purposes specified on the Grant Application Form;
- 4.10 Organisations that receive a grant will be required to acknowledge Rayne Parish Council's contribution on all publicity/printed material.

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GRANT APPLICATION SCHEME 2023/24

2023/24 TIMETABLE

- 30 September 2023 Notices posted on boards and website stating that Grant Application Forms are available.
- 1 November 2023 Deadline for receipt of completed Application Forms and supporting documents by the Clerk.
- 13 November 2022 Completed Application Forms will be considered by Full Council at the annual Precept meeting, in preparation for budget/precept setting 2024/25.

Letters will be sent to Applicants with the decision of Rayne Parish Council.

- April 2024 Grant payment issued upon receipt of invoice from Grantee.

Date effective from: March 2020

Last review date: April 2024

Next review date: April 2025