

## **GUILSBOROUGH PARISH COUNCIL**

### **COMMUNITY FUNDING POLICY 2025**

This policy applies for funding requests for the year commencing 1 January 2025. The aim of this policy is to ensure that all funding requests get equal attention and that community funding is handled on a fair and equitable basis.

This policy covers donations that could be sourced from money that is received via the Parish Council Precept, collected by West Northamptonshire Council on our behalf, and any other sources, for example Compass Energy donations. All requests should be submitted in writing, signed and on official headed paper. Requests should be submitted at least 14 days prior to the next Parish Council meeting. Applicants will be notified of the decision of the Parish Council within 14 days of the Parish Council meeting having taken place.

All requests must benefit the residents of Guilsborough; if this criteria is not met then the request will be unsuccessful.

The request must contain the following:

1. The amount of money that is being requested.
2. The purpose for which you are requesting the money and the total cost. Please note that requests should be made for donations towards specific, identifiable, one-off activities.
3. The timeline for completion of the activity for which the donation is being requested must also be specified.
4. How this will benefit the parish of Guilsborough
5. A breakdown of your membership/customers/users showing the approximate number of Guilsborough residents who would benefit and the number of non-Guilsborough residents who would benefit.
6. A copy of your latest accounts as evidence as to why funding is sought from the Parish Council.

If your request requires you to spend money on third party services then, in accordance with our own Parish Council standing orders, a minimum of three competitive quotes to back up the request must be included. These must be sought and completed by you. You will not necessarily be obliged to accept the lowest quote, providing that you have evidence of value for money.

The decision of whether to grant the money is entirely at the discretion of the Parish Council and will be evaluated alongside other financial commitments and requests.

The decision of the Parish Council may be to approve the request in full, reject the request, agree to partially fund the request or to ask for further information to be supplied.

Please submit your requests to:

Mrs Carol Holifield  
Guilsborough Parish Council  
62 Watford Road  
Crick  
NN6 7TT

or

[clerk@guilsborough-pc.gov.uk](mailto:clerk@guilsborough-pc.gov.uk)