



Discretionary Funding Policy and Procedure

Rogate Parish Council has introduced a standard application form for funding to assist projects and activities in order to ensure it has the pertinent facts when making decisions.

The attached form should be completed and submitted to the Clerk (contact details below) for consideration by the Council.

The Council's budget setting process commences in October each year and completed forms should be submitted by the end of September. In exceptional circumstances applications may be made at other times and these will be considered at the subsequent meeting of the Finance Committee.

Funding is discretionary and normally will only be made to charitable bodies, clubs, societies, or non-profit organisations based or operating within the Parish for the benefit of parishioners.

In general, funding will only be available for specific projects and activities, and not for running costs.

It is important to identify who will benefit and estimate how many people would directly and indirectly benefit.

The Council is particularly interested in services for the elderly and facilities for older children.

Applications for funding must be made for specific amounts and the other sources of finance, whether available or being sought, must be declared.

Applications must be accompanied by the most recent audited accounts or financial statement.

	Date	Minute ref
Adopted (finance committee)	28 September 2022	8)
Last reviewed (full council)	15 January 2024	20b)



Organisation	
Charity No.	
Contact Name	
Address	
Email and Telephone	
Project / Activity Name	
Project / Activity Details	
Who will benefit	
Total Cost and how estimated	
Amount applied for	
Other funding sources	
Accounts attached	Audited accounts <input type="checkbox"/> Financial Statements <input type="checkbox"/>
Other relevant information	

Signed byDate.....