



**GREAT  
SANKEY**  
PARISH  
COUNCIL

# Policy on Requests for Financial Assistance

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## Requests for Financial Assistance

(under Local Government Act 1972, s137)

### Guidance Notes

Great Sankey Parish Council receives numerous requests for financial assistance but has finite resources and may not be able to contribute to all requests. Requests must be made by completing the relevant form (Appendix A) and returning it to the Parish Office. Completed forms will be reviewed at the next available meeting of the Finance Committee.

Please note:

- All applications must be for activities or schemes within the Parish of Great Sankey and be for the benefit of Great Sankey residents.
- Financial assistance cannot be given for the benefit of an individual person.
- Applications can only be made once in any 12month period.
- If a request for financial assistance falls outside the responsibility of Great Sankey Parish Council, the Council is not obliged to consider the request.
- Each request for financial assistance will be considered on an individual basis.
- A financial contribution may only be made if,
  - there is a demonstrated need, or
  - there is evidence of match-funding or,
  - where match funding or a financial contribution from the applicant is not possible, there must an alternative contribution of resource to the proposal, such as administration or maintenance.
- Any financial contribution will be a one-off payment and will not commit GSPC to further contributions at a later date.
- GSPC will take no responsibility for the implementation of any request or scheme, or for ongoing maintenance.
- Contributions of £50 to £150 will typically be awarded, but this may be increased to a maximum of £500 at the discretion of the council.

**Financial Assistance: Request Form**

**Appendix A**

For submission to Parish Council/Finance Committee

**Contact Details**

Name:

Organisation:

Address:

Postcode:

Telephone:

Email:

**Title of Project**

**Brief Outline of Proposal**

**Purpose of Proposal**

(indicate what the project is expected to achieve and who will benefit)

**Estimated Costs**

(give total costs if known, along with the amount requested from Parish Council and an indication of where remaining costs will come from)

**Additional Information**

(for example, give details on how the project will be implemented or how any ongoing maintenance will be achieved)

Signed:

Date:

**Note:** Please provide as much detail as possible to allow the Parish Council to make an informed decision.

**Return Address:**

Whittle Hall Community Centre  
Lonsdale Close  
Great Sankey  
Warrington  
WA5 3UA

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