



ST AGNES PARISH COUNCIL

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Grants Policy Adopted 2nd April 2024

1. Policy aim

- 1.1 St. Agnes Parish Council ('the Council') recognises and values the important role local groups, organisations, and charities ('Community Groups') play in creating and improving quality of life for parish residents.
- 1.2 To support and promote community wellbeing, the Council's annual budget includes a specified sum for the purpose of grant funding to Community Groups.
- 1.3 All grants awarded by the Council must be in the interests of, and bring direct benefit to, the area, or any part of it, or all or some of its inhabitants.
- 1.4 Grant applications which further the social, economic, and environmental aims, priorities, and objectives of the Council and that are in accordance with this Grants Policy ('the Policy') are welcome; and the amount awarded will be commensurate with the benefit to the community.
- 1.5 The Policy sets out the fair and transparent process the Council will follow when making its decisions to award grants to Community Groups which contribute to the social, economic and environmental welfare of the community.

2. Priorities of grant awarding policy

- 2.1 The Council awards grants, at its discretion, to Community Groups - and will also consider applications from individuals* - which can demonstrate a clear need for financial support to achieve an objective which will benefit the parish, or its residents by:
 - Providing a service
 - Enhancing quality of life
 - Improving recreation and/or sports
 - Improving the environment

*In exceptional circumstances where it can be robustly evidenced how the priorities of the Policy can be achieved.

3. Who can apply?

3.1 The Policy applies to Community Groups (para 1.1) and individuals in exceptional circumstances, which fall within the eligibility criteria set out at paragraph 5 below and which are based in or benefits the residents of the Parish of St. Agnes. To be successful, Applicants must demonstrate how they meet the Policy's Key Principles (para 4).

4. Key Principles

4.1 The Council's Policy is based on the following key principles:

- Grants are payments made by the Council to Community Groups or individuals for a specific purpose and where it can be clearly demonstrated how funding will benefit and promote the social, economic, and environmental wellbeing of parish residents and/or the parish area.
- The benefit to the parish area and/or its residents must be commensurate with the expenditure.
- Applicants should operate under the Equality Act 2010 whereby all individuals have reasonable, potential access to the activities, facilities or services offered by them.
- Projects should demonstrate sustainability and/or long-term value for money.
- An overall limit for the annual provision of grant funding will be determined by the Council, in accordance with any relevant legislation and regulations in force from time to time, as part of the budget setting process.
- Retrospective applications will not be funded i.e., where the expenditure has already been carried out.
- Applications should be made for 'one-off grants' that will not result in any recurring expenditure for the Council.
- Grant awards are subject to the availability of sufficient funds.
- Applicants will not receive more than one grant in each financial year, unless in exceptional circumstances.

5. Eligibility criteria

5.1 Applications will be considered from the following:

- Not for profit organisations, including voluntary groups and charities.
- Religious groups, where it is demonstrated that there is a clear benefit to the local community, irrespective of their religious beliefs.
- Education, health, or social service establishments, where it is demonstrated that there is a clear benefit to the local community and that the establishment is working in partnership with other local groups.
- Individuals, in exceptional circumstances, where it can be demonstrated that there is a clear and measurable benefit to parish residents/area.

5.2 Applications will not be considered from:

- Organisations supporting or opposing any political party / fund any activities of a political nature.
- Organisations showing any discrimination (in line with the Equality Act 2010).
- Private organisations operating as a business for profit.

- 'Upward Funders' – groups or organisations whose fund raising is sent to a central office for redistribution.
- National organisations or groups with access to funds from a national 'umbrella' or 'parent' organisation; unless funds are not available from the national body or are inadequate for a specified project.

6. Application procedure

- 6.1 Grants must be submitted on the application form to the Parish Clerk (available from the office or downloaded from the Council's website).
- 6.2 Applications may be submitted at any time during the year and will be considered by the Council at its next available meeting.
- 6.3 Applications must be supported by the requested documentation, i.e. the latest balance sheet, a copy of the constitution and a statement showing how the project or activity will promote or improve the social, economic, or environmental well-being of the residents of the parish / parish area. Other supporting documentation, including photographs and plans are welcome.
- 6.4 Applicants who cannot provide a copy of a balance sheet are asked to submit a business plan or strategy with other supporting documentation.
- 6.5 The Council reserves the right to request any additional information to aid determination of the grant.
- 6.6 If there is insufficient documentary evidence, the application may not be considered.
- 6.7 The Council reserves the right to refuse any grant application; or offer an alternate amount to that originally requested.
- 6.8 Grant awards will be made in a single payment; or released in stages, upon authorised request, as work proceeds depending on the nature and size of the project.

7. Determination

- 7.1 Each application for grant funding will be considered on its own merit.
- 7.2 The Council will take account of the following:
- The level of own fund-raising activities.
 - The level of grant funding sought or secured from other sources.
 - The level and frequency of previous grant applications to the Council.
 - The level of benefit to the community (see 1.3, 2.1 & 4.1 above).
 - Preference is usually given to projects which can be completed within one year of the funding being awarded.

7.3 The application must relate to some specific item of capital expenditure or project, and not to any regular item, or maintenance, or other revenue item such as utility, legal bills or staffing costs.

7.4 The Council will not commit to ongoing grant funding; a fresh application must be made each year.

7.5 The Council may attach conditions to the award of a grant if it is considered appropriate.

7.6 Grants may be awarded for less than the amount requested.

7.7 The Council will require surplus funds to be returned.

7.8 The Council's decision will be final.

8. Successful applications

8.1 Successful Applicants will be: -

- Notified in writing shortly after the meeting determining the application.
- Asked to provide written details of the bank account into which the award will be deposited.
- Required to acknowledge the Council's contribution on any publicity.

8.2 The Council will request confirmation that the funding has been spent for the purpose for which it was granted within six months of the grant being awarded.

8.3 Successful applicants agree to attend, upon invitation, the Annual Parish Meeting to present to the community how they have spent the grant award; or, upon request by the Council, submit an article for publication at Council events and/or in the Council's Newsletter.

8.4 The Council reserves the right to withhold, withdraw or recover the grant if the receiving body ceases; its aims and objectives vary to the extent that the application would not have been eligible for consideration at the time of the application; or the funds are not used for the purposes stated in the application and within 12 months of receipt, unless authorised by the Council in writing.

9. Data

9.1 The information provided in the application form will solely be used to determine the grant funding and will be kept for a maximum of six years.

9.2 Application forms may be published on the Council's website and/or be summarised in Officer reports for the decision-making meeting.

9.3 Award information will be published on the Council's website.

10. Contact

10.1 Should you have any questions or require additional support to complete the application form please contact the office: clerk@stagnes-pc.gov.uk

11. Review of the Policy

11.1 Every four (4) years unless changes in legislation and/or requirements of the Council require earlier review at the Council's discretion.