

Community Grants Policy

INTRODUCTION

Stithians Parish Council has a commitment to encourage, support and promote volunteer organisations and charities within Stithians for the benefit of the Parish and the wellbeing of residents. The Council makes an annual budget provision for Community Grants to help meet its aims.

Community grants come from taxpayer funds and a key principle of this policy is to ensure that grant expenditure is open and transparent.

PRINCIPLES

Grants will be awarded based on the following principles:

- Assistance will be given based on need, merit and contribution to the community.
- Applicants must clearly show how the grant will benefit people living in the Stithians parish.
- Any grant awarded may be subject to ongoing monitoring and evaluation;
- Organisations should not make a presumption that funding will continue on a year-to-year basis.

THE PROCESS

- To apply for a grant, you must be a charity, community group or local voluntary organisation operating or providing a service to communities in the Stithians parish.
- All funding requests must be made using Stithians Parish Council's grant application form.
- All application forms must be fully completed and signed; regrettably the Council will be unable to consider incomplete or unsigned applications.
- All applications must also include your last set of annual accounts. New/start-up organisations should submit a financial statement containing their proposed budget.

ELIGIBILITY

Stithians Parish Council uses the following criteria to decide on grant applications:

The scheme is only open to: Community Organisations, Local Charities and Community Interest Companies.

- Adherence to the grants policy process;
- Bodies must have a bank account in their own name.
- Projects must deliver a benefit to the residents of Stithians.
- The difference the project will make to the lives/activities of Stithians residents;
- Evidence of a well-managed group, including previous experience;
- Financial viability and sustainability of the project;

- Funds remaining in the budget for the current financial year for organisations/projects of your kind.

The Council reserves the right to award less than the amount requested or to reject an application.

Stithians Parish Council will not fund the following:

- Organisations that do not provide a service to communities in the Stithians parish
- Individuals
- General appeals
- Statutory organisations or the direct replacement of statutory funding;
- Political groups or activities promoting political beliefs;
- Religious groups where funding is to be used to promote religious beliefs;
- Projects that take place before an application is decided;
- Organisations that have a closed or restricted membership.

APPLYING FOR A GRANT

- Applications must be made on the Council application form and submitted by electronic means or by post.
- Where expenditure on a single item would exceed £250 the applicant should demonstrate that best value has been sought; this may be by submitting quotations.
- For the purchase of items consideration should be given to the Parish Council purchasing items and gifting them to the organisation rather than providing a grant. This is because the Parish Council can reclaim VAT for items purchased which are gifted as grants.

CONDITIONS OF GRANTS

All grants awarded by Stithians Parish Council are subject to the following conditions:

- The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for that specified purpose.
- Organisations are responsible for ensuring they are in compliance with all legal and statutory requirements.
- The Council may ask for all or part of the monies to be paid back in the event of the project not being completed.
- Acknowledgment of Stithians Parish Council's financial support is required on documentation and any promotional material, including websites. The Council can provide logo for use to indicate support if requested.
- Organisations shall not discriminate on the grounds of race, gender, disability, age (except for obvious reasons such as a youth club) sexuality or religious beliefs.
- Organisations must have a bank account into which grants can be paid; payments cannot be made to private individuals.

Stithians Parish Council may also attach additional grant conditions to funding which will be set out in the award confirmation letter.

Failure to comply with any conditions attached to a grant may result in the grant being repaid or affect future grant assistance.

RECEIPT OF GRANT

- Once a decision has been made, you will be notified by letter within 4 weeks. A cheque/bank transfer will also be sent at this time for successful applications.
- Payments shall only be made to an organisation. The Council will not issue grants to an individual.

MONITORING AND REPORTING REQUIREMENTS

- All successful applicants will be expected to provide written evidence of how the money has been spent (this may take the form of receipts).
- This information should be provided within one month of the end of an event/project or at the latest by the 1st March each year so that it can be reported at the Annual Audit of Accounts.