



## St Dennis Parish Council

### Grant Awarding Policy

#### Introduction to Policy

A grant is any payment made by the Council to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to Parish organisations which can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish of St Dennis in a positive way

#### Types of Grant

There are two types of grants that can be applied for, a **Scheduled Grant** and a Special Grant:

**Scheduled Grants** are applied for once a year before the end of January. The applications are considered during February and March and if approved the grant will be paid in May.

**Special Grants** can be applied for at any time during the year and if approved will be authorised at the next meeting following the approval process.

The main difference between the two types of grant is that schedule grants can be budgeted for and will receive priority over special grants. Awarding special grants, even when approved in principle, is wholly dependent upon how much money remains in the grants fund.

#### Grant Application Process for awards over £250

Applications are welcomed from non-profit making organisations and charities whose aim is to benefit St Dennis Parish and its residents. To qualify for an award the applicant must be able to demonstrate that any funding from the Council will align with requirement.

1. The Clerk to the council will receive all applications, then collate all the necessary information from the applicant ready for presentation and discussion at the appropriate Council meeting.
2. Applicants will be required to complete an application form (see appendix: Grant application form). All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.
3. In addition to the application form organisations will be required to provide the following supporting information:
  - a copy of their written constitution or details of their aims and purpose,
  - full details of the project or activity (a detailed budget plan and supporting evidence).
  - demonstration that the grant will be of benefit to the local community within the Parish,
  - demonstration of a clear need for the funding,
  - a copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.
  - Evidence of any other funding awards towards the project.
4. The Council will expect to receive in writing to the Clerk any expression of interest for a scheduled grant application exceeding £250 by 30 September of the financial year prior to the funds being required in order that budget provision can be considered. Submission of applications is required by 31 November of the financial year prior to the funds being required.
5. Special Grants will be considered as and when they are received and validated.
6. Full Council will make the decision on which grants to award. All applicants will be contacted following the Council's decision.
7. The Council has a limited budget of £4000 each year and guidance can be given to applicants as to how much money is likely to be available in a specific financial year.

### **Conditions of Funding**

1. The organisation must be either non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
2. Grants will not be made to individuals.
3. Grants will not be made retrospectively.

4. Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
5. An organisation should have a bank account in its own name with two authorised representatives required to sign each cheque.
6. The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council as requested.
7. Only one application for a grant will be considered from each organisation in any one financial year.
8. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
9. Each application will be assessed on its own merits.
10. The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.
11. Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.
12. The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
13. Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

#### **Awards of grants of £250 or less**

1. Grants of £250 or less may be awarded at the discretion of the Council at any time during the year.
2. Grants under £250 a copy of a recent bank statement or supporting financial statement rather than copies of accounts will suffice.

#### **Annual Parish Meeting**

Any organisation in receipt of a grant from the Parish Council exceeding £500 will be required to attend the next Annual Parish Meeting (on someday between 1<sup>st</sup> March and 30<sup>th</sup> April) and present a brief report to the parishioners on how the grant has

benefited the organisation and the residents of the Parish. In exceptional circumstances and with the consent of the Council a written report may be considered.

**End of Grant Report**

Should the grant be approved, the Parish Council will require a statement of how the money was used and when, within 12 months of receipt of the grant (this is a statutory requirement).

[St Dennis Parish Council](#) Adopted: Reviewed:

## Appendix: Grant Application Form

Name of Organisation:

Correspondence Address:

Contact Name:

Telephone Number:

Email Address :

Website (if applicable):

Registered Charity? Yes/No

If Yes, Charity Number:

Brief description of your organisations, it's aims and main activities:

Please provide the number or percentage of members that belong to your organisation and live within St Dennis Parish, or the approximate number of attendees if the grant is towards an event:

Details on any restrictions placed on who can access your organisations services:

The purpose which the grant is required:

How the project will benefit the residents of St Dennis Parish:

Total Cost of the project:

Amount of grant requested:

Have you applied for or intend to apply for funding from other sources?

If Yes, please provide details and/or results of the application:

How much of the total cost does your organisation intend to raise itself and how?

#### DECLARATION:

Please check that you have included the following information:

- Full copies of your signed audited accounts for the past two years (if your organisation has been in existence for that long).
- Bank statements for the past three months, signed by a member of your organisation, indicating their position.
- A detailed budget plan and supporting evidence.
- A copy of your organisations constitution, terms of reference or rules and;
- Evidence of any other awards towards this project.

Please sign the following declaration and return this form, together with all required supporting documentation to:

Clerk to St Dennis Parish Council  
Claytawc Centre  
Fore Street  
St Dennis  
St Austell  
PL26 8AF

Email: [clerk@stdennisparishcouncil.org.uk](mailto:clerk@stdennisparishcouncil.org.uk)

**Please ensure that the person signing the declaration on behalf of your organisation has the appropriate authority to do so.**

- I confirm that the information contained in this application is correct to the best of my knowledge. I agree that any money awarded by St Dennis Parish Council as a result of this application will only be used for the purposes stated in the said application, and in accordance with the grant conditions detailed in the Council's Grant Award Policy.
- I confirm the proposed project is lawful and conforms with any rules governing our organisation. I further agree to providing copies of receipts, invoices and anything else as required to St Dennis Parish Council to confirm how exactly the money has been spent if the application is successful.
- I understand that all of the money awarded must be repaid to St Dennis Parish Council and my organisation will not be able to apply for future grant applications in the following circumstances:
  - a) If a false declaration is made, or if any information contained in the application is found to be false, inflated or exaggerated.
  - b) If the proposed project does not proceed/or is abandoned for any reason or if the organisation disbands during the period of the grant.
  - c) If the organisation does not provide the necessary invoices and receipts confirming how the money has been spent or does not comply with any other conditions stipulated in the award.

**Signed:**

**Name:**

**Position in organisation:**

**Date:**