

# Cockshutt cum Petton Parish Council

## COMMUNITY GRANTS POLICY

This Community Grant Policy was adopted by the Council  
at the meeting held on 18 July 2013

Cockshutt cum Petton Parish Council awards grants to voluntary organisations and community groups, which in the opinion of the Council is in the interests of the Parish of Cockshutt cum Petton and / or its residents and will benefit them in a manner commensurate with the expenditure.

All applications will be considered on their individual merits. The final decision on assessment of applications and the level of any grant offered lies with Cockshutt cum Petton Parish Council.

### 1. Who can apply?

Local voluntary organisations, community groups and sports/recreational clubs. All must:

- be of a non-commercial nature,
- have a constitution, set of rules or documented aims and objectives,
- have a bank account with at least two signatures.

The paramount concern of the Council is that any grant application must be seen to be of benefit to residents of the Parish.

### 2. How can the grants be used and how are they decided?

Grants can be used for capital projects or for revenue purposes but only for the purpose specified in the application and grant.

The Council considers applications on the following basis:

- How well the grant will meet the needs of the community.
- How effectively the organisation will use the grant.
- Whether the costs are appropriate and realistic.
- Level of contributions raised locally.
- Whether the organisation could reasonably have been expected to obtain sufficient funding from a more appropriate source.
- How the organisation is managed.

### 3. How and when should an application be made?

All applications are to be made on a form which can be obtained from the Parish Clerk and can be submitted at any time. Applicants will be notified of the:

- date of the Council meeting the application will be considered at.
- Council's decision within two weeks of that meeting.

Organisations are advised to take a photocopy of the completed application form for their own reference.

### 4. What is required with the application form?

- A copy of the organisation's constitution, set of rules or statement of aims and objectives if it is the first application the organisation has made to the Council.

- Copies of audited or independently examined accounts for the last two years. More recently formed groups should provide best supporting documents they can and explain if accounts are not available. Documents could include: bank statements, management accounts, business plan / budget.
- Supporting evidence of the cost of the project. Evidence could include: estimates (more than one) or receipted invoice.
- Copies of the minutes of the last AGM and latest meeting.

#### **5. What will not be funded?**

- Organisations or activities which do not substantially benefit the residents of the Parish.
- Organisations or activities which are primarily commercial in nature.
- Organisations which have a closed or restricted membership.
- Organisations that are the responsibility of another public body/agency. However, some form of matched/joint funding may be considered.
- Religious or political activities unless unrestricted community benefit can be demonstrated.
- Loan repayments.
- Retrospective applications where the activity or project has already been carried out.

#### **6. What are the conditions of a grant?**

- The grant can only be used for the purposes stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application.
- If the organisation requires a change of the purpose of the grant, the Council's prior approval must be obtained.
- Individuals may apply for grants if submitted by an organisation to which they belong. The organisation is responsible for ensuring the grant is used for the purpose for which it is granted.
- Organisations are responsible for ensuring that they are in compliance with all legal and statutory requirements.
- Should for any reason the organisation disband during the period of the grant the Council may ask for all or part of the monies to be paid back.
- Recognition of the grant from Cockshutt cum Petton Parish Council must be made in any publicity.
- Within three months of the grant being awarded the organisation is required to submit a report detailing how the grant was used and the impact it has made.
- Organisations can normally only make one application per year, though exceptions can be made.
- More than one project can be compromised in a grant, though one completed application form per project is required.

Should any of these conditions not be met it could result in the grant being withdrawn, the grant having to be repaid and future grant applications being refused.

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Policy adopted: 18 July 2013  
Policy re-adopted: 12 January 2017  
Review date: January 2020