

**ST MABYN
PARISH COUNCIL

GRANTS POLICY**

Policy for dealing with requests for Grants

Local Organisation Grants

Organisations that are run from the Parish.

- Application Form to be submitted by organisations by the end of September, to allow time for consideration before the Council sets the precept for the following year.
- A Notice inviting applications will be posted on the Parish Council Notice Board and on the Council's website during August.
- Requests for an application form should be sent to the Clerk.
- The Parish Council will consider all requests in October of each year; at the full Council meeting held by the Parish Council in that month.
- Periodically, the Parish Council will consider Grant Applications made outside of the above months.
- The Clerk will keep any filed requests for grants from bodies received during the financial year and obtain up to date accounts and recent bank statements from each applicant (or 6 months of bank statements if annual accounts are not produced).

Outside Bodies and Organisations

Organisations that do not have a local connection (are not run from the Parish)

- Applications will only be accepted if the objectives of the requesting organisation are of significant benefit to the Parish.
- The Clerk will keep any filed requests for grants from bodies received during the financial year and obtain up to date accounts and recent bank statements from each applicant (or 6 months of bank statements if annual accounts are not produced).
- The Parish Council will consider to precept an amount each year for outside bodies.
- The Parish Council will consider all requests in October of each year; at the full Council meeting held by the Parish Council in that month.

Application Form attached (Appendix 1)

The following rules apply:

- Application must be made in writing and accompanied by the Application Form, by the required deadline and sent to the Clerk at the address below.
- The project must be based in the area of the Parish or have significant benefit to the Parish.
- Each application will be judged on its own merit.
- Applicants will be invited to supply any further relevant information if they wish.
- Applicants will be asked if funding has been obtained from any other sources. This will not prejudice the application in any way. Projects in receipt of match funding will be welcomed and the Parish Council may be able to help applicants identify funding available from other sources, if necessary.
- The organisation will need a bank account in the organisations name.

- The full amount requested may not be able to be granted. In these circumstances the Clerk, on behalf of the Parish Council, will notify the organisation of the reduced amount that has been agreed. This will depend upon the number of grant requests received by the Parish Council.
 - Successful applicants will be required to supply information on the project and a financial statement/annual report, (copies of invoices where relevant), to the Parish Council, which confirms how the money has been spent by the group, within 12 months of the date of the cheque.
 - Any monies not spent on the agreed project will need to be accounted for and a letter sent to the Parish Council, who will then decide if this money should be paid back.
 - The Clerk will notify the organisations of the Parish Council's decision of their requests, once the budget has been set for the next financial year. The successful organisations will be able to apply for their grants from the beginning of the next financial year, e.g. for April 2015, all grants must be claimed by February 2016.
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- **Applications to be sent to:**
Mrs Linda Coles, Clerk to St Mabyn Parish Council
The Firs, Lower Methereil, Callington, Cornwall PL17 8BJ.
Tel: 01579 350962 Email: clerk@stmabynpc.co.uk
- Website: www.parish-council.com/StMabyn**

*This policy was adopted by St Mabyn Parish Council at its meeting on: xxxxxxxxx
Minute item ?? refers.*

ST MABYN PARISH COUNCIL

Application for Grant for Voluntary Organisations

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts and recent bank statements showing the Organisations income, expenditure and level of balances.

If the Organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation	
2.	Name, Address and Status of Contact	
3.	Telephone Number of Contact	
4.	Is the Organisation a Registered Charity?	Yes/No
5.	Amount of Grant requested	£
6.	For what purpose or project is the grant requested? When will the funds be required?	
7.	What will be the total cost of the above project?	£
8.	If the total cost is more than the grant, how will the residue be financed?	
9.	Have you applied for a grant for the same project to another organisation? If so, which organisation and how much?	
10.	How will the community benefit from the project? What demographic is targeted? Approximately how many of those who will benefit are parishioners?	
11.	Please give a description of the Organisations activities.	

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed.....Date.....