

## Grants Policy

### 1. Introduction

The Parish Council considers awarding small grants, at its absolute discretion, to voluntary groups, charities, societies, clubs and not-for-profit organisations based within or outside the Parish for purposes where a clear benefit to residents of the Parish can be demonstrated.

The purpose of this document is to set out the aims of the grant policy, the basis for considering and making grants, and to outline the procedure.

### 2. Aims of the Grant Policy

The aim of the grants policy is to provide a framework for the consideration of grant applications that ensures grant monies are distributed fairly and transparently to voluntary groups and charities that benefit people who live in our Parish.

We are committed to improving life for the people who live in the parish and will consider any application that will lead to benefit to our residents. Therefore, we encourage grant applications to support the following aims:

- a. To enable local people to participate in groups and activities that improve the quality of their lives,
- b. To encourage community engagement and help address issues such as (but not limited to) isolation, loneliness, health, digital poverty and education.
- c. For the provision of services that benefit residents.
- d. To ensure adequate provision of services for younger members of the parish who have an important stake in the future.
- e. To support work which addresses the needs of people experiencing social and economic difficulties.
- f. To ensure that equality of access and opportunity to all residents is maximised in relation to any service or activity for which funds are granted.
- g. To improve or enhance the local environment.

If you are unsure whether your project meets our stated aims, please speak to the clerk (contact details are at the foot of the application form and on our web site).

### 3. Considerations

- a. Applications must demonstrate that any funds granted would provide specific benefit(s) to residents of the Parish of Culford, West Stow and Wordwell.
- b. Applications must set out the benefit(s) clearly and, if relevant, the time span over which the benefit will be delivered. (Benefit may include things such as a service or support that would not otherwise be available and projects or capital expenditure that enhance the quality of life of residents.)
- c. Applications must be for one-off payments (e.g. for capital items or projects) and must not result in recurring expenditure to the Parish Council.

- d. Regular or repeat funding will not be considered except in exceptional circumstances.
- e. Grants will not be awarded to or for any commercial venture, for private gain or to individuals.
- f. Retrospective applications will not be granted i.e. where the expenditure has already been made, the project has been carried out or the event has taken place.
- g. Grant applications should demonstrate value for money.

#### 4. Assessment criteria

Applications will be considered by the Council and evaluated against the following criteria:

- a. Is the application in line with the aims of the grant policy outlined in section 2? if so, how?
- b. Have the considerations in section 3 been observed?
- c. Is the amount of the grant sought proportionate to the benefit to residents of the parish?
- d. Is the cost of the project appropriate and realistic?
- e. Could funding be provided from other sources?
- f. Has evidence been provided to demonstrate that the organisation or group is well managed and able to use the grant effectively? If the applicant is a new or ad hoc group has its bona fides been confirmed?
- g. Has any previous grant been made to the same applicant, if so:
  - o Is the current application for a new project or initiative?
  - o Were all the conditions of any previous grant met in full?

#### 5. Application Procedure

Applications must be made on the attached form which must be sent, with the necessary supporting information, to the Clerk (contact details at foot of form).

Applicants are welcome to contact the Clerk with any questions or queries about the grant making criteria or the process but please note that lobbying Councillors or Officers of the Council in support of an application will disqualify the application from consideration.

Completed grant application forms must be accompanied by:

- a. a copy of the applicant organisation's constitution, if relevant, otherwise a summary of your structure;
- b. the organisation's most recent accounts;
- c. a brief summary of the organisation's recent work (where this is not possible, for example because funding is sought by a completely new organisation or for a special event, an explanation of the reason must be included in the application);
- d. A fully costed proposal showing the contribution that the proposed grant would make to the overall plan.

We encourage voluntary organisations and charities to apply for funding throughout the year. Decisions on grants received by the end of September are made in the following January. Urgent applications will be considered throughout the year.