



Calstock Parish Council, Grant Awarding Policy and Procedure

Introduction to Policy

Calstock Parish Council wishes to support activities and causes which benefit the Parish of Calstock or the residents of the Parish. A grant is any payment or gift made by the Parish Council to an organisation for a specific purpose.

Objective

The Parish Council awards grants, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:

- Providing a service,
- Enhancing the quality of life,
- Improving the environment and promoting the Parish of Calstock in a positive way.

Eligibility

The following criteria must be met for a group to be considered for a grant:

- The group must be a local charity, voluntary or community organisation
- The group must be able to demonstrate that any funding from the Parish Council will directly benefit residents of Calstock Parish
- The group must be formally constituted with a set of accounts and have a management committee (or similar) made up of volunteers

Individuals, businesses, religious groups or political parties are **not** normally eligible for grant funding.

This list is not exclusive and may be added to at the council's discretion.

Conditions

It is unlikely that more than one application for a grant from one organisation will be considered in any one financial year.

Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. This grant will be at the discretion of the council.

Grants will only be made retrospectively in exceptional circumstances.

The Parish Council reserves the right to reclaim any grant not being used for the purpose specified on the application form. The Clerk of the Parish Council, will require verification that the monies have been spent accordingly with evidence of receipts required.

Each grant will have a set time scale in which the monies will need to be spent.



Application Procedure

Organisations requesting financial assistance for amounts more than £50 are required to:

- Complete an application form enclosing evidence of bank accounts and statements (for both current and savings accounts) for the group making the application. On larger applications the council may require further information and approved accounts.
- Applications are accepted at any time of the year – they are usually acknowledged at a Full Council meeting (which meets monthly) and delegated to the Finance Committee; the Finance Committee *may* need to refer to the Full Council for authorisation
- Each application will be assessed on its own merits however to ensure as fair a distribution as possible of available funds, the Parish Council will consider the amount and frequency of any previous awards and the geographical spread within the Parish
- The Parish Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate
- The Parish Council reserve the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council
- A grant award must only be used for the purpose stated on the application – if the organisation is unable to use the money – or part of it – for the purpose stated they should return the money or make a request in writing to keep the remainder for another, specific, purpose
- The Parish Council will request proof of expenditure
- Where equipment is gifted to an organisation, the Parish Council requires that it be insured and maintained at the expense of the user (unless a different arrangement has been recommended and approved by the Recreations/Amenities Committee and/or Full Council).

For requests of £50 or under a letter detailing the organisation and objective(s) of the grant will be required.

Promotion

The Parish Council will ask for recognition from successful groups in the form of the promotion of the Parish Council in the organisation's newsletter, press release or on relevant social media pages. The Parish Council will also recognise successful groups in its own reports or media releases.

Nothing contained herein shall prevent the Parish 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.



Calstock Parish Council – Grant Application Form

Please complete this form and attach the relevant information and send it to:
 Clerk to the Council, Calstock Parish Council, Tamar Valley Centre, Cemetery
 Road, Drakewalls, Gunnislake, Cornwall, PL18 9FE.
clerk@calstockparishcouncil.org.uk

Name of Organisation and Address	
Contact Person	
Position in Organisation	
Telephone	
Email	
Postal address (if different from organisation address)	
Is your organisation a registered charity? Yes/No	
If yes, please state your charity number	
Project for which the grant is required and what the money, if awarded, will be spent on specifically	
Who will benefit from the money, if requested?	
Are there any restrictions on who can use or access the service/project?	
Have any funds been requested from other sources?	
When do you expect the funds to be used by?	
Amount of grant requested from the Parish Council	
When do you intend the project to be completed?	

Please supply (or give web addresses where these can be viewed) the following:



- A copy of your organisation’s agreed written constitution or Memorandum of Association or a website address where can be viewed *please state below your reason if your organisation does not have a written constitution or Memorandum of Association*

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- A copy of your organisation’s latest set of independently approved accounts (if available)
- Please state that your organisation adheres to equal opportunities by either supplying an Equal Opportunity policy or ticking the box, below, next to the Parish Council’s statement of its general duty to say you have read it and agree with it and that purpose of the grant is in line with the statement

Calstock Parish Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, race, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health and Safety and Human Rights

For office use only	
Date request received	
Date request discussed	
Success/Failure	
Evidence provided	
Time scale agreed by Finance Committee	