ST MINVER HIGHLANDS PARISH COUNCIL
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Grants Policy

Overview

The Council recognises the importance of supporting groups, organisations and charities that benefit the local community and that making grants is a valuable method of support.
The purpose of this document is to ensure that St Minver Highlands Parish Council has an open, consistent and easily understood approach to awarding grants. The Parish Council has statutory powers which enable it to make funds available to local organisations for the overall benefit of the parish.

Application procedure

For the purpose of requesting financial support, applications may be submitted at any time during the year and the Council meet twelve times per year where applications received may be considered. The final decision as to whether an award is made will rest with the full Council.

Applications for organisations must be submitted on an application form and be accompanied by the documentation requested, i.e. the latest balance sheet, a copy of the constitution and a statement of how the application will promote or improve the social, economic and environmental well-being of the parish. Any supporting documentation, including photographs and plans would be welcome. Applicants who cannot provide a copy of a balance sheet are asked to submit a business plan or strategy with other supporting documentation. The Council reserves the right to request any additional information to aid determination of the grant.

Eligible applicants

Any charity, voluntary group or community organisation may apply. The Council must be satisfied that any grant made is likely to achieve the promotion or improvement of the economic, social or environmental well-being of the Parish of St Minver Highlands. While grants will be made only to organisations working for or helping the people of the Parish of St Minver Highlands, if assistance is also made available to residents from the surrounding parishes this will not be a disqualification.

The Council will not fund activities of a political nature, nor discriminate on the grounds of race or religion.

The Council will not award grants to national organisations which do not have a direct specific benefit to the people of the Parish of St Minver Highlands or where local groups raise funds which are sent to a regional or national HQ for redistribution and not spent locally. Local branches of national organisations will have to show why assistance is not forthcoming from the parent body.

Organisations will not be given a grant more than once a financial year.

Conditions of funding

The following conditions will apply:

- Organisations should be properly constituted, with a written constitution and appointed officers;
- Grants will only be considered if submitted on the appropriate form to the Parish Clerk (available from the Clerk or downloaded from the Council's website) supported with the necessary requested documentation. If there is insufficient documentary evidence of the organisation's financial position, the application may not be considered;
- If the project is relying on funding from the Council it should not be started until an offer has been received;
- Grants will not be awarded retrospectively for work, goods or services;
- Grants may be awarded for less than the amount requested;
- Grants will not be awarded to finance running costs, salaries or wages;
- If the group is unable to use the grant for the stated purposes and within the stated timescale, monies must be returned to the Council;
- The Council will require surplus funds to be returned;
- The grant must be used only for the purpose for which the application was made.
- The Council's decision will be final.