\*\*Grant Application Policy for Minety Parish Council\*\*

\*\*1. Grants to Local Organisations\*\*

1.1 The Minety Parish Council (the Council) is authorized to provide community grant funding and is committed to supporting local clubs and community organizations. Each year, the Council sets aside a portion of its budget for grants to assist eligible applicants. Terms and conditions apply.

1.2 The grant amount for individual organizations is generally limited to a maximum of £500. However, at the Council's discretion in exceptional circumstances, larger grants may be considered.

1.3 Grant applications can be submitted throughout the year, but the Council encourages organizations to apply during specific periods, such as February and August, to ensure timely decision-making in March and September, respectively.

\*\*2. General Criteria\*\*

2.1 Grants will be awarded at the sole discretion of the Council to organizations within the Minety Parish that can demonstrate a clear need for financial support. The projects or initiatives should benefit the Parish in one or more of the following ways:

 - Providing a service and improving effectiveness.

 - Enhancing the quality of life.

 - Improving recreation and/or sports.

 - Enhancing the environment.

 - Promoting the Minety Parish in a positive manner.

\*\*3. Grant Application Process\*\*

3.1 All applicants must submit a completed grant application form to the Clerk to the Council. The application form can be obtained from the Parish Clerk or downloaded from the official council website. Applications must be received by the Clerk at least 10 days before the meeting where the application will be assessed.

3.2 Applicants must include the following documents with their application:

 - A copy of their written constitution or details of their aims and purpose.

 - Details of the organization's governance, including the names of the Chair, Secretary, and Treasurer, if applicable.

 - Full details of the project or activity.

 - Evidence that the grant will benefit the local community within the Minety Parish.

 - A clear demonstration of the need for funding.

 - Previous year's accounts or, for new initiatives, a detailed budget and business plan.

 - Safeguarding Policy if children, young people up to 18 years of age, and vulnerable adults are currently or could potentially be involved in any activities or events organized by the applicant's organization.

\*\*4. Conditions of Funding\*\*

4.1 Applications will be considered from voluntary groups, registered charities, or individuals operating on a not-for-profit basis for the benefit of the Minety Parish community. Applications will not be considered from private organizations operated for profit or surplus.

4.2 Grants will not be awarded to projects that discriminate on any grounds. The organization must provide its policy on Equality upon request from the Council.

4.3 Grants will not be awarded to individuals.

4.4 Grants will not be awarded retrospectively.

4.5 Applications will generally not be considered from national organizations or local groups with access to funds from national umbrella or parent organizations, unless the funds are unavailable from their national bodies, or the available funds are inadequate for the specified project.

4.6 Organizations should have a bank account in their own name, with two authorized representatives required to sign each cheque or authorize any online payments.

4.7 Grant recipients are responsible for the administration and accounting of the grant. All awards must be properly accounted for, and evidence of expenditure should be provided to the Council upon request.

4.8 Each organization may submit only one grant application per financial year.

4.9 Commitments for ongoing grants or subsidies in future years will not be made. A fresh application will be required each year.

4.10 Each application will be assessed on its own merits.

4.11 The Council may impose additional conditions and requirements on any grant or subsidy awarded, as deemed appropriate. The Council reserves the right to refuse any grant application that is deemed inappropriate or against the Council's objectives.

4.12 Grant funds must be used solely for the purpose for which they were awarded, unless the Council provides written approval for a change in usage. Any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.

4.13 The Council may award grants or subsidies in response to unforeseen urgent events as it considers appropriate.

4.14 Any publicity related to the grant must acknowledge the support received from the Minety Parish Council.

\*\*5. Assessment Criteria\*\*

The Council will assess each application based on the following factors:

- The extent to which the grant will meet the needs of the community and provide positive benefits to the residents.

- The organization's ability to effectively utilize the grant.

- The appropriateness and realism of the project's costs.

- The level of local contributions already raised or to be raised.

- Whether the organization could have reasonably obtained sufficient funding from other, potentially more suitable sources.

- The management of the organization, as indicated by its constitution.

\*By implementing this grant application policy, the Minety Parish Council aims to support local organizations and initiatives that contribute to the betterment of the Minety Parish community.\*

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