

Mulbarton Parish Council

Grant Awarding Policy

Introduction

Mulbarton Parish Council (“The Council”) will consider applications for grants from organisations, voluntary groups or charitable organisations operating within Mulbarton Parish and for the benefit of Mulbarton parishioners. Consideration of an application does not imply that a grant will be forthcoming from the Council.

Process

The grant application and supporting documentation is sent to the Parish Clerk for including in the next formal agenda.

The Council meeting will consider Grant applications during a formal Council meeting using the “Qualifying Applications” section for guidance.

If an application is approved:

- the Clerk will minute the action for the record
- the Clerk will write to the applicant to advise the outcome. This letter will reiterate the award conditions and include an acceptance form (letter 1)
- the acceptance form, once returned will be filed with application documentation and retained for seven years
- Clerk will record the transaction on the payment schedule
- the Council will issue a cheque for the sum agreed
- the Clerk will write to the applicant enclosing the cheque and the award conditions (letter 2)

If an application is refused

- the clerk will minute the action for the record
- the Clerk will note the comments from the meeting and advise the applicant accordingly

Eligibility

Any Charity, Voluntary Group or Community Organisation. They must operate within the Parish and provide benefit to the local community, with the following provisos:

- Must not be for an activity / organisation which is the responsibility of a Statutory Authority

Mulbarton Parish Council

Grant Awarding Policy

- Applications from schools for an activity that takes place within the school day will not be considered
- The Parish Council will not fund activities outside its powers and functions
- Applications for general fund raising will not normally be considered
- Only in exceptional circumstance will the Parish Council consider applications from groups operating outside the parish boundary and the award will be limited to no more than £100

Qualifying Applications

To qualify for an award the applicant must be able to:

- Show the benefitting group is based within the parish; that it is constituted for the benefit of parishioners; that it is (largely) run by parishioners
- Demonstrate that such funding will benefit the Parish or its parishioners
- Provide supporting information:
 - a financial summary for the group (e.g. current available funds)
 - provide detailed accounts (to the satisfaction of the Parish Council) for the three preceding years prior to the application and signed off by an approved auditor and/or the Charity Commission – if so requested by the Parish Council
 - a description of what the funds will be spent on and when; including a breakdown of expenses where required
 - evidence of an attempt to identify best value for the grant (e.g. 3 quotations) and that the potential companies/organisations are independent of the applicants and have a proven track record in their particular field
- Relate the application to one or more of the following:
 - purchasing equipment either in part or in full
 - funding transport to enable group members to partake in a group trip or outing
 - for training activities, or to purchase the expertise of a trainer / facilitator
 - Raising the profile of the group's work
 - Covering running costs of a viable group experiencing a period of hardship
 - Hosting special events or celebrations

Mulbarton Parish Council

Grant Awarding Policy

- Providing recreational facilities

Award Conditions

1. Grant recipients will undertake to report (verbally or in writing) how the grant was used to the Annual Parish Meeting
2. Grants are not awarded to individuals
3. Only one application from any group/organisation will be considered within a 12 month period
4. The award must be used for the purpose for which the application was made
5. Return the award to the Council if it cannot be used for the stated purpose
6. All awards must be properly accounted for and evidence of expenditure should be supplied. If the Council is not satisfied with the arrangements, they may request a refund of monies awarded
7. The award must be used within 12 months of the application being awarded

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