



Carbrooke Parish Council

Carbrooke Parish Council Grants Policy

Policy Statement :

The Parish Council aims to support charitable and voluntary organisations that benefit the parish of Carbrooke.

Introduction :

The Parish Council allocates an annual fund towards grants for charitable and voluntary organisations within the parish of Carbrooke. This document provides information & guidance as to who may apply and what the Process is for applications to be made.

Definition of Community Funding :

- (i) A grant is defined as a particular sum of money for a specific project.
- (ii) A Donation is a payment towards general expenditure of an organisation with the expectation of nothing significant of value in return.

Eligibility Criteria :

Applications will only be considered from organisations and groups whose membership is open to the whole Carbrooke Parish Council community and where clear benefits to the wider community can be demonstrated without discrimination on the grounds of race, gender, sexual orientation, creed, colour, occupation, religion or political opinion.

Any grant made by the Parish Council must directly benefit a substantial number of the residents of Carbrooke. The Parish Council is governed by rules set out in the Local Government Act 1972 (Section 137) which states that these monies must be spent on purposes for the direct benefit of the parish and be commensurate with the expenditure incurred.

The Parish Council requires all applicants to comply with the following Eligibility Criteria. Please read carefully before submitting your application :

- The applicant organisation must be a charity, voluntary or community organisation
- The organisation must be able to demonstrate that any funding from the Parish Council will directly benefit a significant proportion of the residents of Carbrooke.
- The organisation must be formally constituted and have a management committee made up of volunteers
- The organisation must be able to provide the Council with at least one full year's audited accounts, together with bank statements for both current and savings accounts

Who is NOT Eligible and therefore cannot apply :

- Grants and donations are not made to individuals.
- Applications will not be considered from private organisations operated as a business.
- Applications will not be considered for "Upward funders" ie local groups whose fundraising is sent to their central HQ for redistribution.
- Applications will not be considered from national organisations or local groups with access to funds from national "umbrella" organisations.



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Sums Available :

- Grants up to £1,000 (with larger amounts available in exceptional circumstances) may be available to support charitable or voluntary activities within the parish of Carbrooke. There is a maximum of £1000 per application. The Parish Council will consider each application on its merits and the sum awarded may vary from that requested.
- Donations have a maximum of £100 per application The Parish Council will consider each application on its merits and the sum awarded may vary from that requested.

Fund Availability :

The fund is normally allocated during **April & September** of the active financial year and will be divided into two tranches.

Round	Timeframe for project delivery / start date	Deadline for applications	Resources Committee consideration	Full Council decision	Funding amount per round
1	April to September 2023	24 March 2023	Late March / early April 2023	11 April 2023	£4250
2	October to March 2024	1 September 2023	w/c 4th September 2023	5 September 2023	£4250

1 :- How do I apply for a Grant ?

- If you think you qualify for a grant, please complete our Application Form and return it to the Council together with the relevant information. Please read the guidance below – **First..**

2 :- Prepare and Provide your documentation :

- The organisation must provide the Council with a set of audited accounts for both current and savings accounts. These accounts must cover the period within 2 years prior to the date of your application.
- The organisation must also provide the Council with a copy of the organisation’s bank statement at the start of your financial year and at the time the grant application is made.
- The Council reserves the right to request further information regarding the application form, accounts and bank statements.

3 :- Organisation :



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- The organisation is required to provide a copy of its written constitution, together with details of its aims and purposes.
- The organisation must demonstrate a clear need for funding.
- The organisation must demonstrate how its project will benefit a substantial number of the residents of Carbrooke.

Please note that for any application over £1000 you will need to provide the Council with at least three quotes from what the Parish Council considers to be reputable firms.

4 :- Application :-

Applications must be submitted to the Council by post or email (see the Application form for further details). Applications will usually be considered at the Council's meetings in **April & September**. All applications must be received by the cut-off date and will only be considered provided the Council has received all the necessary information. You are advised to submit your application within plenty of time. Late Applications will NOT be considered.

Please note :- If you would like help with your application, please contact the Parish Clerk (carbrokeparishclerk@gamil.com)

Applicants will be notified of the Council's decision following the relevant meeting.

Grant Conditions – Summary :-

It is the responsibility of the organisation to provide all information requested by the Parish Council.

Where a grant is awarded towards a capital project, the organisation must be able to demonstrate it has clear plans for raising the full amount of the required finance. Carbrooke Parish Council will NOT release funds until it is satisfied that plans are all in place and confirmed.

The Parish Council reserves the right to inspect the project for which it has provided funding at key stages in order to verify that the grant has been used for the agreed purpose.

Grants cannot be made retrospectively.

- **Please note that any grant awarded by the Parish Council must be spent within 12 months of receipt of the payment. The Parish Council reserves the right to demand repayment of any monies which have not been spent within this 12 month period, or which have not been spent for the purpose for which the grant was made.**
- Funding cannot be made to cover money already spent e.g. NOT Retrospective
- Copies of invoices and/or other documentation will be required as evidence that the expenditure has been incurred.
- Organisations receiving funding of equal to or greater than £1000 are required to provide the council with a written report to demonstrate how the funds were spent. This report should be sent to the Council within 12 months of the award date.
- The giving of funding one year does not set a precedent for another year.
- The Council may make the award of any funding subject to such additional conditions and requirements as it considers appropriate and should be implemented prior to grant award.



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