



# Mayfield and Five Ashes Parish Council

## Grants Policy

Adopted 23 February 2015

### 1. Applying for a Grant

- 1.1. Mayfield and Five Ashes Parish Council has an approved process for providing grants on a fair basis to organisations which contribute to the general welfare of our community. The total monies made available for distribution as grants in any given year shall amount to no more than 3% of the precept, except in exceptional circumstances.
- 1.2. Individual grants will be made available up to a maximum of £500. This maximum amount will only be awarded in exceptional circumstances and / or where the application is highly rated.
- 1.3. Grants must be matched funded, that is to say the grant applicant must provide at least 50% of the cost of the project. The Council is not obliged to fund the remaining 50% in full or in part.
- 1.4. Applications are considered once each year by the Parish Council's Finance & General Purposes Committee. They must meet the terms and conditions set out below and the Parish Council must be confident that any grant awarded will benefit Mayfield and Five Ashes residents. (Applications must be made on the Parish Council's application form which can be posted on request or downloaded from the Parish Council's website.)
- 1.5. Applicants may attend the October meeting of the Finance and General Purposes Committee to answer any questions it may have
- 1.6. All applications must be accompanied by appropriate accounts or supporting financial information. Forms and the supporting information must be returned to the Clerk of the Council by **30 September each year for the following financial year.**

### 2. Grant Application Process

- 2.1. The application for Parish Council grants will be advertised in the Mayfield and Five Ashes Newsletter and on the Parish Council website in August and September each year.
- 2.2. Applications must be received by the Clerk at the Parish Council Office either by post or by email on or before the 30<sup>th</sup> September.
- 2.3. Grant applications will be considered by the Finance and General Purposes Committee in the October meeting with the aim of making recommendations to the Full Council at the November meeting.
- 2.4. The grants, as part of the overall budget setting process, will be reviewed and agreed by the Finance and General Purposes Committee at its November meeting, and ratified at the December Full Council meeting.
- 2.5. The Clerk will advise grant applicants as to their success or otherwise once the Full Council has made its decision. This will be in January.
- 2.6. Grant payments will not be made until required and no earlier than April of the relevant financial year.

2.7. Grants will be reviewed annually, and will be judged on submissions received. It must not be assumed that grants will be made on a regular basis.

### 3. Terms and conditions

- 3.1. The amount of the award will be at the discretion of the Parish Council
- 3.2. The purpose for which the grant is made must be in the interest of the Mayfield and Five Ashes area or any part of it or all or some of the residents of the Mayfield and Five Ashes area which is defined by the boundaries of the Parish Council. The benefit to the area or inhabitants must be commensurate with the expenditure.
- 3.3. Grants will be awarded to voluntary groups and societies, clubs, not-for-profit organisations and charities operating in the Mayfield and Five Ashes area where the benefit will be for the this area.
- 3.4. All applications will be considered on their merits, but in general grants will be awarded for capital projects, such as the purchase of equipment, works to buildings, improvements to premises. In addition the Council may support a community event, festival or other special event. Grants towards running costs, salaries or consumables, may be considered in exceptional circumstances.
- 3.5. Grants **will not be awarded** to individuals or to regional or national charities unless it is for a specific project in the Mayfield and Five Ashes area or where there will be obvious benefit to the Council's area.
- 3.6. The Parish Council will not normally support political organisations, organisations whose funding is normally provided by other government authorities or organisations which are in start-up mode, unless there are very special considerations.
- 3.7. Groups from outside the Parish who can demonstrate direct benefit to the area are eligible to apply.
- 3.8. The Parish Council will take into account any previous grant made to an organisation or group when considering a new application
- 3.9. No grant will be awarded to or for any commercial venture for private gain.
- 3.10. Retrospective applications will not be funded where the expenditure had been made, the project has been carried out or the event has taken place.
- 3.11. All grants will be conditional upon submission of audited accounts and supporting documentation detailing costs of capital expenditure, project or events for which the funding is being sought.
- 3.12. It is a standard requirement that all grants must be expended in the financial year of award. Dispensation of this condition may be provided by the Parish Council in exceptional circumstances.
- 3.13. All grant recipients are required to provide the Parish Council with a brief report, including photographs where appropriate, of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved. This must be submitted within two months of the purchase of the capital equipment or completion of the project.
- 3.14. If the grant is put to purposes other than those for which it was awarded without the prior approval of the Parish Council, the recipient organisation or group will be required to repay the grant to the Parish Council.

#### **4. How will the application be assessed?**

- 4.1. How well the grant will meet the needs of the community, providing positive benefit to the inhabitants
- 4.2. How effectively the organisation will use the grant
- 4.3. Whether the costs are appropriate and realistic
- 4.4. What level of contributions has been, or will be, raised locally
- 4.5. Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source.