

Mevagissey Parish Council

Working for the People of Mevagissey

Grant Awarding Policy

Adopted 17 November 2022

Version:	Date Approved:	Review Date:
1.0	17/11/2022	17/11//2024

1. Introduction

- 1.1. Mevagissey Parish Council sets aside a sum of money each year to be awarded in grants to organisations for projects that will be of benefit to the residents of our Parish. This policy document has been drawn up to demonstrate a fair and transparent process for grant awards.
- 1.2. The Council can only award grants using certain legal powers; specific powers allow the Council to provide funding for specific activities or projects which Members feel will be of benefit to the Mevagissey Parish Council area grants to a sport club, for a music festival or towards community celebrations of special events such as the Queen's Diamond Jubilee. Where no other power is available, the Council may decide to use its power under Section 137 of the Local Government Act 1972, to award a grant where it feels that to do so will benefit some or all of its residents or some or all of the area

2. Applications for Grant Funding

- 2.1. To qualify for a grant, an organisation must first write to the Clerk using the attached Grant Application form. The applicant must be able to demonstrate that any funding provided by the Parish Council will be of benefit to the parish of Mevagissey, or its inhabitants.
- 2.2. This application must be submitted 7 days in advance of the next full council meeting to be considered at that meeting.
- 2.3. The Parish Council will not normally make grants to organisations outside of the parish unless it can be demonstrated that there are direct benefits to the parish.
- 2.4. Applications should be for 'one-off' grants which will not result in recurring expenditure to the Parish Council.
- 2.5. Other factors that the Parish Council will take into account when considering a grant application include:
 - 2.4.1. Whether the Parish Council has the power to make this grant.
 - 2.4.2. Whether the applicant has demonstrated some degree of fundraising on a "self-help" basis.
 - 2.4.3. Whether the applicant has applied to other bodies for funding for the same project.
- 2.5. Grants can only be awarded by resolution of the Full Council and are dependent on the availability of funds and the suitability of the application.
- 2.6. Grants will not be made retrospectively and cannot be made to individuals.

3. Procedure

- 3.1. Requests for funding must be made in writing to the Clerk either by email to mevaclerk@gmail.com or by post to the Clerk to Mevagissey Parish Council, care of Mevagissey News, 6 Market Square, Mevagissey PL26 6UD using the attached Grant Application Form.
- 3.2. The Parish Council would welcome a representative at the relevant meeting to answer any questions which may arise whilst the grant is being considered.
- 3.3. If successful, the grant is made in a single payment.
- 3.4. Details of which organisations have received a grant during the year are included in the Finance report given at the Annual Parish Meeting each year.

4. Terms and conditions

- 4.1. The amount of the award will be at the discretion of the Parish Council.
- 4.2. All applications will be considered on their merits.
- 4.3. Grants will be awarded to voluntary groups and societies, clubs, not-for-profit organisations, charities operating in the parish where the benefit will be for this area.
- 4.4. Grants will not be awarded to individuals or to regional or national charities unless it is for a specific project in the parish or where there will be obvious benefit to the parish.
- 4.5. The purpose for which the grant is made must be in the interest of the parish or any part of it or all or some of the inhabitants of the parish. The benefit to the area or inhabitants must be commensurate with the expenditure.
- 4.6. Groups from outside the parish who can demonstrate direct benefit to the parish, or its inhabitants, are eligible to apply.
- 4.7. The Parish Council will take into account any previous grant made to an organisation or group when considering a new application.
- 4.8. Grants will not be awarded to or for any commercial venture for private gain.
- 4.9. Retrospective applications will not be funded where the expenditure had been made, the project has been carried out or the event has taken place.
- 4.10. At its discretion the Parish Council may require the submission of audited accounts and supporting documentation detailing costs of capital expenditure, project or events for which the funding is being sought.
- 4.11. 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.
- 4.12. Organisations are welcome to apply for grants in subsequent financial years, regardless of the outcome of previous applications.

- 4.13. Any refusal of a grant application, for whatever reason, is not to be taken as a comment by the Council on the worthiness of the cause or the work of the organisation.

5. Assessment of Applications

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

MEVAGISSEY PARISH COUNCIL **GRANT APPLICATION FORM**

Under Statute and where applicable specifically under [Section 137 of the Local Government Act 1972](#), Mevagissey Parish Council has discretionary powers to award grants to local groups and organisations for the purposes of bringing a direct benefit to the parish or its residents.

About your organisation	
Name of Organisation	
Address	
Telephone Number	
E-mail	
Contact name and position in your organisation (plus address if different from above)	
Registered charity number (if applicable)	
Number of members within your organisation	
Describe the overall aim of your organisation and the activities or services it provides.	

ABOUT YOUR PROJECT

Please outline the details of the project for which you are seeking funding from the Council (up to 300 words)

Who will benefit from the project?

Approximately how many of those who will benefit are parishioners?

Amount of funding requested

Overall cost of your project

If the total cost of your project is more than the grant request, how will the balance be financed?

DECLARATION

In completing this application form, I acknowledge:

- I am authorised to submit this application on behalf of

-
- My group / organisation has the capacity to complete the project
 - The group / organisation has its own bank account

For legal reasons, the council cannot accept Grant applications from:

- Individuals or appeals supporting individuals.
- Organisations which support or oppose political parties.
- Organisations that discriminate on the grounds of sex, race, disability, sexual orientation, religion and belief or age.

Name, signature, and position of contact	
Date	

Please note any grant awarded by Mevagissey Parish Council may be subject to conditions as determined by the Council.

Please return the completed form, along with supporting documents, either via email to mevaclerk@gmail.com or by post addressed to Parish Clerk, Mevagissey Parish Council, care of Mevagissey Post Office 6 Market Square Mevagissey Cornwall, PL26 6UD [Mevagissey PCC \(mevagisseyparishcouncil.co.uk\)](http://mevagisseyparishcouncil.co.uk)