



## **Grants Policy**

### **1. Introduction:**

#### **Definition:**

A grant is a small donation made by Pevensey Parish Council for a specific purpose it is applied for and is for the benefit of Pevensey' Parish's community.

Pevensey 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.

The parish council is aware of its responsibility for the use of public money and for the distribution of these funds to be managed in accordance with law and proper standards. 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 Pevensey Parish Council area.

#### **Objective:**

The Parish Council is committed through its own 3 year plan and this policy, to make Pevensey Parish a successful, vibrant and attractive place to live, work and visit. The parish council is keen to contribute to the development of projects, activities and services that will benefit the community including grants to the local sports club and social community groups, events or towards community celebrations of special events.

### **2. Rules:**

- a. Financial grants are decided by Pevensey Parish Council's grant committee once a year in November and awarded by the council in June.
- b. Organisations operating directly within the parish that have an exceptional need for a grant, can apply for a one-off grant application. However, it must have a direct benefit for the area and residents. Approval by the grants committee is subject to funds being available within the council's budget and subject to final agreement by full council.
- c. The council operates a fully documented and transparent policy for awarding grants to ensure fairness and equality throughout its process.
- d. The council offers two types of financial grants, a small grant (up to £500) and a larger grant (over £501 – £1,250)
- e. All applications will be considered together on their individual merit. The final decision of assessment of application and level of any grants offered lies with the grants committee and the budget is agreed and set by full council in January.

- f. Grants will be judged against clear and consistent criteria. If an application is successful, the applicant will be required to adhere to the conditions set out in this policy and the Terms and Conditions.
- g. Applications submitted without the necessary supporting documentation will not be considered by the grants committee.
- h. The complete application and supporting documentation must be received on or before the closing date as advertised.
- i. Only one application can be submitted from an organisation each year.
- j. The following are not eligible to apply for grants:
  - i. Individuals, businesses, commercial organisations, religious groups or political parties.
  - ii. Projects that are the statutory responsibility of other authorities.
  - iii. Applicants who have an outstanding loan with or are financially indebted to the council.
  - iv. Grants will not usually be awarded for projects or activities already delivered.

### **3. Grant Criteria.**

#### **Large Grant:**

The maximum large grant amount that can be awarded is £501, up to £1,250. However, grants over £1,250 may be considered but it must be of potential benefit to a wide area and many residents of the Parish.

#### **Small Grant:**

The maximum small grant amount that can be awarded is up to £500.

### **4. Required Information for an application to be valid**

In order for an application for a grant to be considered by the grants committee it must be validated by the parish clerk and must contain the following information:

- a. The application must be made by a voluntary/community group providing a project or activity for the benefit of the residents of the parish.
- b. The application must be made in the name of the organisation that is applying for the grant and all details on the application form must be completed.
- c. The application must contain a written statement of how the grant will be used.
- d. The application must provide a copy of the annual accounts and bank statements for the organisation seeking the grant covering the last 12 months prior to the date of the application.
- e. For a recently formed organisation, a projected budget over the next 12 months must be submitted along with a business plan and risk management plan in lieu of annual accounts. Alternatively, an income and expenditure plan for the applicant's first year of operation may be submitted.
- f. The application must provide the applicant's written rules, constitution, or other governing documents, which shall be current and properly authorised by the applicant.

- g. Applications for grants for maintenance or improvement purposes must be supported by a minimum of two estimates or costed plans of the works if the applicant proposes to carry the works out itself or by the organisations appointed contractor.
- h. A copy of the applicant's Public Liability Insurance if the grant is to be used as a public event to a value of at least £5 million.
- i. Details of how the organisation will assess the effectiveness of the activity or project.

**5. In reaching a decision an application for a grant will be considered by the Grants Committee against the following criteria: .**

- a. Whether the grant will provide a material public benefit to all or a section of the local community within the parish.
- b. Whether the proposal represents value for money.
- c. Whether the proposal will promote the community interests of the parish.
- a. Whether the grant will contribute to a purpose that has not already been funded in the past by the council or will support an ongoing purpose that is in the public interests of the local community.

**6. The Process of a Grant Application**

- a. The clerk will advertise on the parish council noticeboards, where possible the Parish Pump, the council's website and social media that the grant process is open for applications and the closing date by which applications must be made.
- b. The forms will be available to download from the council's website or by post on request.
- c. Forms and documents should be submitted electronically to the clerk by email to [clerk@peveneyparishcouncil.gov.uk](mailto:clerk@peveneyparishcouncil.gov.uk) but can be submitted by post.
- d. The clerk will assess the application in order to ensure it includes the required information in order to validate it. Where an application has not provided the required information and is therefore invalid, the clerk will contact the named contact on the application to inform them of this. It is the applicant's responsibility to then return a completed form along with all necessary supporting documentation before the closing date.
- e. Applications are reviewed by the grants committee, and their recommendation is sent to full council. Full council will consider the recommendations of the grants committee and if it accepts all or any of those recommendations will it make the necessary budgetary provision.
- f. After an agreement has been reached, a letter will be sent to all applicants advising them of the decision made and arrangements for payments of the agreed grants.

**7. Awarding Grants**

- a. Grants will be paid by BACS or cheque, addressed to the name of the organisation specified on the application form. These will be awarded each calendar year in June.

## **8. Monitoring and Evaluation**

- a. All applicants will be supplied with a grant evaluation form and terms and conditions before the grant will be issued. Grants and any future grants will not be awarded until this is signed and returned.
- b. If for any reason the organisation disbands during the period of the grant process the council has the right to withdraw the grant.

## **9. Transparency and Publicity**

- a. The council will publicise the availability of grants widely throughout the community as set out above.
- b. The council will report annually on the total spends on grants and list the groups in receipt of a grant and the use made of the grant.
- c. In awarding grants the council recognise and support the valuable contribution made by the voluntary sector to the well-being of the community.
- d. Organisations receiving grants from the parish council must acknowledge the council in any relevant publicity or publication that the council has awarded the grant.