



## Stratfield Mortimer Parish Council Community Grant Fund Policy

### POLICY STATEMENT

Stratfield Mortimer Parish Council (SMPC/the Council) has the power to award grants under the general power of competence.

The Council may annually allocate funds from its General Reserves to award grants to non-profit, voluntary, or charitable organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish or its inhabitants by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish of Stratfield Mortimer in a positive way

Grants awarded will be at the Council's discretion and based on the merits of the application, eligibility criteria, and the funds available for grants in the applicable financial year.

This policy sets out:

1. Eligibility for funding
2. Application process
3. Decision criteria
4. Conditions of funding
5. Policy Review

The Council is under no obligation to award a grant just because an application has been made.

### 1. ELIGIBILITY FOR FUNDING

- 1.1. Applicants must be a charity, a voluntary group or other non-commercial organisation.
- 1.2. The organisation should be properly constituted and have its own bank account or earmarked section within another organisation's account.
- 1.3. Applications must support an initiative for the benefit of the Parish and/or its inhabitants that is not, as a matter of course, funded by the Council.
- 1.4. Applications may be for one-off capital or revenue costs. Applications for capital grants may, however, be given preference to those for revenue costs. Applications for revenue costs must clearly demonstrate how future revenue costs will be funded.
- 1.5. The need for the grant must be current i.e. retrospective applications will not be funded where the expenditure has been made, the project has been carried out or the event has taken place.

- 1.6. An organisation must not have previously applied for a grant in the current financial year.

## **2. APPLICATION PROCESS**

- 2.1. Applicants must complete the Community Grant Fund Application Form, available from [www.stratfield-mortimer.gov.uk](http://www.stratfield-mortimer.gov.uk) or by emailing [the.clerk@stratfield-mortimer.gov.uk](mailto:the.clerk@stratfield-mortimer.gov.uk). All questions on the application form should be fully answered and supporting information provided.
- 2.2. Each applicant organisation may apply for up to a maximum of £1,500. The Council may choose to award less than the amount requested.
- 2.3. Applications will be considered by the Council at a scheduled Full Council meeting, generally the one in November. A representative of an applying organisation may attend the meeting to answer any questions and support the application.
- 2.4. The Full Council shall make the decision on which grants to award. Applicants shall be advised of the decision as soon as possible following the meeting.
- 2.5. Payment of grants for successful applications shall be made within one calendar month of the decision; a form to be completed by the applicant will accompany the grant (see 4.2).

## **3. DECISION CRITERIA**

- 3.1. The power for the Council to legally make the grant.
- 3.2. The eligibility of the application.
- 3.3. The likely effectiveness of the purpose of the initiative and the benefit of the grant to the parish or its inhabitants. The benefit to the parish or inhabitants must be commensurate with the expenditure.
- 3.4. Whether the costs are appropriate and realistic.
- 3.5. What level of contributions have been sought or secured from other sources, including the organisation's own fund-raising activities.
- 3.6. If sufficient funding could be raised from a more appropriate source.

## **4. CONDITIONS OF FUNDING**

- 4.1. The administration of and accounting for any grant shall be the responsibility of the applicant. All grants must be properly accounted for, and evidence of expenditure should be supplied to the Council on request.
- 4.2. The form requesting details of how the grant has been used shall be returned to the Parish Clerk within one year of the grant being paid (see 2.5).
- 4.3. A grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change of use.
- 4.4. In the event of the grant not being used, in part or in full, a full explanation shall be submitted to the Council within one year of the grant being paid. The Council reserves the right to require the grant to be repaid.
- 4.5. Organisations that receive a grant are asked to acknowledge the Council's contribution in all publicity where possible.

- 4.6. Awarding a grant does not in any way imply a commitment to awarding a grant to a similar application in future years. Each year's applications will be considered anew.
- 4.7. Organisations are welcome to apply for grants in subsequent financial years, regardless of the outcome of previous applications.
- 4.8. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.
- 4.9. The Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate.

## **5. POLICY REVIEW**

- 5.1. The policy shall be reviewed as required.