



## Pilling Parish Council Policy for the award of Grants

At the discretion of the Council, small grants are awarded to community organisations which demonstrate a clear need for financial support and contribute towards the Council's vision and aims for the parish of Pilling.

Pilling Parish Council's Grants policy aims to:-

- i) Support projects and initiatives which will directly benefit the residents of Pilling and the surrounding areas.
- ii) Enable local people to participate in voluntary groups and organisations and activities.
- iii) Help voluntary groups and organisations to improve effectiveness.
- iv) To support organisations which meet the needs of the people experiencing social and economic difficulties.
- v) To ensure that there is equality of access for Pilling residents to the services it provides and funds.
- vi) To enable the local community to be involved with and participate in local sports clubs/organisations.

Grants are limited to the value of £500.00.

### Criteria

The Parish Council will consider applications for grants in situations:

- where there is no other way of obtaining the relevant funds;
- The funds will enable the relevant local group or local organisation to access or "unlock" funds or assistance from third parties; and
- Monies have been donated or raised but these are insufficient and funds are needed to bridge the resulting gap.

Only one grant will be given to any group or organisation, or for any particular purpose, in any financial year (1st April to 31st March). Rather than two grants to the same organisation.

Grants cannot be awarded after the relevant event or the project has been completed.

### Application Process

- a) The Grant allocation process will be opened annually on 1st April (the start of the new financial year). The budget figure will have been determined by Full Council.
- b) Applications can be submitted on an ad hoc basis but will only be considered at the quarterly meetings of the Finance Committee.

c) All applicants should consider the following guidelines carefully when deciding whether to submit an application. Failure to fulfil the criteria or to omit information requested may result in your application being unsuccessful.

- i) The membership or service provided by organisations/groups must benefit the people of Pilling.
- ii) All organisations/groups must forward a copy of their constitution which outlines their aims and the way it is organised, controlled and administered. Groups are also expected to have relevant insurance cover appropriate to their activity.
- iii) Organisations must provide a copy of their previous years certified/audited accounts.
- iv) Organisations must have a Safeguarding Children Policy specific to their Club where children and young people are involved.
- v) Organisations/groups must be non-profit making.
- vi) An indication of match-funding towards the costs of schemes is encouraged.
- vii) The organisation/group shall provide the Parish Council with evidence that the grant has provided benefit for the funding awarded.
- viii) Grants will not be provided to fund:
  - Salary costs
  - Day-to-day revenue costs

d) It should be noted that even if you meet all the criteria shown, there can be no guarantee that your application will be successful.

e) After an application has been submitted, the CLERK will check that the application form is complete and the requested documents are enclosed. You may be contacted for additional information.

*Note: Incomplete forms or failure to produce additional information will result in your application not being considered for grant allocation.*

f) Grants will be assessed using the following criteria:

- i) How your group is set up and managed.
- ii) Your finances, governance and the financial need for funding.
- iii) What need/demand there is for your project.
- iv) Support and involvement for the wider community.
- v) Efforts to secure other sources of funding.
- vi) If your project provides value for money for the residents of Pilling.

g. Successful applicants will be notified in writing and asked to provide details to whom payment should be made.

h. Successful applicants will be required to acknowledge receipt of the payment in writing and asked to provide proof of expenditure plus a short written report on their activities to the parish council.

**Notes**

*The Council’s decision on any application is final and there is no right of appeal.*

*The Council reserves the right to decline any application without giving reasons for its decision.*

*The Council will not commit to any continuing expenditure.*

*Nothing in this Policy prevents the Council from providing a donation to a local group, organisation or project without application where the Council considers that the giving of such a donation will bring benefits to residents of the Parish.*

*Where a Parish Councillor is a member of a group/organisation applying for funding, that Member must declare, in accordance with its Code of Conduct, an interest in the matter and refrain from voting. Advice may be sought from the Monitoring Officer.*

Version	Changes	Author	Date	Minute
1.0	Created	Cllr J Judkin/J Brewer, Clerk	13 <sup>th</sup> November 2024	