

PADSTOW TOWN COUNCIL



GRANT POLICY

About Padstow Town Council's Community Grant Scheme

Padstow Town Council has an established community grant scheme. A total figure for available grant aid will be agreed by the Council as part of the budget for each financial year. The Council will consider applications from community associations, cultural, educational, sporting and charitable organisations which are not for profit and will bring benefit to the local community. The scheme provides start up grants to new organisations as well as grants to existing organisations.

Retrospective Grant Applications will not be considered – ie the work cannot have already taken place.

Grants will not be awarded to meet general salary costs.

Who is Eligible for Support?

Requests for grant aid will only be considered from the following bodies:

- An organisation serving the needs of the local community
- A local club, association or charity organisation serving some or all of the community
- Local residents wishing to run a project/event which will be for the benefit of the local community
- A Padstow or Trevone based charity
- A local branch of a national organisation/charity which serves the needs of the local community

In addition, organisations must be able to demonstrate they are properly managed and can run their affairs responsibly.

The following are not currently eligible for grant support:

- Individuals
- Statutory bodies including schools
- Charities/not for profit organisations that undertake work which does not directly benefit the local community
- Political parties

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GRANT APPLICATION PROCEDURE

Applications

Grants are awarded once annually. Applications will be invited each year for consideration. The scheme will be publicised through noticeboards and the website. Organisations will not automatically be written to on the basis of previous expressions of interest.

Applications will only be considered at other times during the year if the organisation's access to grant funding from other bodies is reliant on part funding from the Council.

Applicants will need to provide details of the organisation and its aims and purpose, provide details of how the grant will be used and demonstrate a clear need for funding.

Applicants will also be required to provide proof of the organisation's income and expenditure e.g. a copy of the previous year's accounts and their last 2 months bank statements or, for new initiatives, an estimate of the expected income and expenditure for the first year.

The closing date for Grant Applications is detailed on the Grant Application form and website.

All applications will be considered fairly and equally. When assessing your application the Council will consider:

- whether there is a specific power under which the grant can be awarded
- how well the grant will meet the needs of the community
- how effectively your group will use the grant
- whether the project costs are appropriate and realistic
- the level of contributions raised locally
- whether the applicant has sought support from other sources
- how the group is managed
- funding received from other sources
- accounts details and bank account balances



RECEIVING A GRANT: TERMS & CONDITIONS

Please read these carefully. It is a condition of any application that you have read, understood and accepted these terms and conditions. The Grant Application form must be signed, accepting the Terms and Conditions, before the cheque is despatched.

- All applications are considered by the Finance and General Purposes Committee who have delegated authority to award the Grants. All decisions made by the Council are final.
- If you receive a grant it may only be used for the purpose set out in the application.
- The Council reserves the right to withhold, withdraw or recover the grant if the operation for which the grant is awarded ceases, its aims and objectives vary to the extent that the application would not have been eligible for consideration at the time of the application, or the funds are not used for the purposes stated in the application.
- Organisations submitting Grant Application forms will be written to after the Grants meeting notifying them if they have been successful or not. Successful Grant Applicants will be sent a Grant Release Form.
- The Grant Release Form must be submitted before payment is released by the Council. The Grant cheque is made payable to the organisation detailed on the Grant Release form.
- The Council reserves the right to pay the grant in stages through the year.
- Organisations are responsible for ensuring that they are compliant with all legal and statutory requirements.
- The Council may ask you to complete a short report to tell it what you achieved with the funds. You will also be asked for proof that the money was spent for the intended purposes.
- Recognition of the grant from the Council shall be made in any publicity and in the group's accounts.
- The Council may use the name of your group (not personal data) and its project in its own publicity material.
- The Council reserves the right to inspect the work funded, with prior notification of its intention to do so.
- Awards are made for one financial year only (defined as the period from 1 April to 31 March). If an organisation wishes to receive future funding it must re-apply.
- No organisation is guaranteed assistance; past awards do not guarantee future support.
- The Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate.

The information in these notes could change from time to time. Policy and

regulations on distributing funds may also change. The Council reserves the right to amend any policy, procedures and assessment criteria and will aim to inform actual or possible beneficiaries. The Council may seek further information in addition to your application in order to make a decision.

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