

ALLITHWAITE AND CARTMEL PARISH COUNCIL



DISCRETIONARY GRANT AWARDS

Adopted by Parish Council on: December 2020

Review Date: December 2022

ALLITHWAITE AND CARTMEL PARISH COUNCIL GRANTS POLICY

Allithwaite and Cartmel Parish Council is funded by the residents of Allithwaite and Cartmel and therefore has only limited funds available to assist community organisations located and working in Allithwaite and Cartmel for the benefit of the community.

Subject to funding being available, Allithwaite and Cartmel Parish Council is committed to providing assistance and support to local community groups which are set up to promote community life for Allithwaite and Cartmel residents. The Council's financial support is provided by way of Grants which are decided against criteria set by, and which can be amended from time to time by, Allithwaite and Cartmel Parish Council.

Allithwaite and Cartmel Parish Council are committed to following best practice in grant giving in order to provide sustainable funding and support to voluntary and community groups, whilst providing value for money for local taxpayers and ensuring that public money is spent in a responsible manner.

In order for this Council to be able to assess applications rationally and objectively, many of which will inevitably be totally dissimilar in content, it is both necessary and helpful to assess all applications received against a range of criteria. These are designed to be a general indication of need but are not exclusive and can be flexibly applied.

The Parish Council's policy on community grants is based on the principle of promoting the development of partnerships which encourage and enable local community organisations to deliver local projects to the residents of Allithwaite and Cartmel. In general, the following principles apply:

- Assistance will be given on the basis of need, merit and contribution to the local community.
- Applicants must clearly show how any assistance given will benefit the people living in Allithwaite and Cartmel or will benefit the environment of Allithwaite and Cartmel.
- Any assistance given will be subject to ongoing monitoring and subsequent evaluation of the outcome of the grant.
- Organisations should not make a presumption that funding will continue on a year to year basis.

THE AIMS OF THE COUNCIL'S GRANT MAKING POLICY

Allithwaite and Cartmel Parish Council provides grant funding to support the following aims:

- To enable local people to participate in voluntary groups and activities.
- To help the Parish's voluntary groups to improve their effectiveness.
- To ensure the provision of services, needed by the Parish's residents, via the voluntary sector.
- To support organisations which meet the needs of people experiencing social and economic difficulties.
- To ensure that there is equality of access and opportunity for all Allithwaite and Cartmel Parish residents to the services it provides and funds.
- To improve or enhance the local environment.
- To achieve value for money.

Allithwaite and Cartmel Parish Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee.

THE GRANTS PROCESS

To apply for a Parish Council grant you must be a charity, community group or local voluntary organisation with a constitution and dedicated bank account, operating or providing a service to the community in Allithwaite and Cartmel. All funding requests must use our application form and applicants should provide all information requested.

ALLITHWAITE AND CARTMEL PARISH COUNCIL USES THE FOLLOWING CRITERIA TO DECIDE ON GRANT APPLICATIONS:

- Whether the group/project has followed our grants process and meets our requirements and grant giving policy.
- Level of benefit to Allithwaite and Cartmel and the impact the grant will make.
- Evidence of a well-managed group including previous experience and track record.
- Financial sustainability and viability of group and/or project.
- Confirmation of whether funding has been sought from other sources and the level of such funding obtained.
- Evidence of compliance with previous grant award conditions.

ALLITHWAITE AND CARTMEL PARISH COUNCIL WILL NOT FUND THE FOLLOWING:

- Organisations that do not provide a service to the community in Allithwaite and Cartmel.
- Statutory organisations or the direct replacement of statutory funding.
- Political groups or activities promoting political beliefs.
- Religious groups where funding is to be used to promote religious beliefs.
- Arts & sports projects with no community or charitable element.
- Medical research, equipment or treatment.
- Animal welfare.
- Projects that may take place before an application can be decided.
- Organisations that have a closed or restricted membership.
- Equipment or other costs that have already been purchased or incurred prior to the application being considered.

THE APPLICATION PROCESS

Groups should apply for funding using the appropriate application form.

Grant application forms are available by email from the Parish Clerk: acpc.clerk@gmail.com. The Parish Clerk can also provide assistance to any group having difficulties completing the application form.

All valid grant applications will be assessed and presented to the Council for consideration in September or October of each year, or by such other date as specified on the Council's website.

All applicants be notified of the Parish Council's decision as soon as it has been approved.

PAYMENT TIMETABLE

Successful applicants will receive their grant when approved at a Parish Council meeting.

Grants will be paid by Internet bank transfer or by cheque, made out to the bank account of the named organisation.

MONITORING AND REPORTING REQUIREMENTS

If requested groups are to provide Allithwaite and Cartmel Parish Council with written evidence of what the money has been spent on and the benefit it has brought to the people of Allithwaite and Cartmel. Such evidence of how the money has been spent can include copies of invoices and receipts, plus attendance numbers, photos, press clippings, etc. where applicable.

This information should be submitted within 1 month of the event/project end or by the end of February each year whichever is sooner, so that it can be reported at the Annual Parish General Meeting.

GENERAL GRANT CONDITIONS

The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application.

If a group wishes to change the purpose of the grant, they must seek approval by writing to the Parish Council via the clerk: acpc.clerk@gmail.com who will consider whether to approve the change.