

1. Introduction

- 1.1. Coaley Parish Council has limited powers and funds available to provide small grants to assist community organisations working in the parish for the benefit of the community. Grants are usually between £100 - £500 but in exceptional circumstance may be more.
- 1.2. A grant is a discretionary payment awarded by the council to an organisation in anticipation of it being spent to achieve a specific agreed purpose that will benefit the parish, or residents of the parish.

2. Aims of the Grant Making Policy

- 2.1. Coaley Parish Council is committed to ensuring that its decision-making is responsible, transparent and provides value for money.
- 2.2. The council supports activity intended to develop the village as a sustainable, cohesive community.

3. Eligibility

- 3.1. Consideration will only be given to applications from registered charities, voluntary groups, not-for-profit community organisations or agencies that operate within the parish boundaries and are of benefit to the local community.
- 3.2. The council welcomes applications from small or newly formed groups and those that have not applied for grants before.
- 3.3. To receive a grant of over £200, organisations should have a constitution and a dedicated bank account requiring authorisation of expenditure from two non-related signatories. If a group is newly formed and doesn't yet have a constitution or bank account they should talk to a councillor about these requirements and how to gain assistance to set up.
- 3.4. Parish organisations requesting grants must demonstrate they are welcoming and inclusive and have a clear need for financial support. Applications must show they will benefit the parish by (at least one of the following):
 - Providing services that are needed by residents
 - Enhancing the quality of life and opportunities to participate in activities
 - Improving recreation and / or sports facilities

- Improving the environment
 - Promoting the parish of Coaley in a positive way.
- 3.5. The council encourages applications from local organisations, which can demonstrate how they are working together and supporting each other.
- 3.6. The council will not fund:
- Organisations that have a closed, restricted or discriminatory membership
 - Statutory organisations e.g. schools, or where the funding applied for will provide a direct replacement of statutory funding
 - Equipment purchased or projects that may take place before an application can be decided
 - Activities that promote political or religious beliefs
 - Activities that fall outside the council's legally defined powers and functions

4. Grant Application Process

- 4.1. Applicants will be required to complete an application form. These are available from the website (www.coaleypc.org.uk) or from a Parish Councillor. Please talk to one of your Parish Councillors if you require assistance with completing the form. The parish magazine and website provide a list of useful contact details.
- 4.2. Application forms plus all supporting information should be returned to the Parish Clerk a minimum of two weeks before the meeting at which the application is to be discussed. This gives time for the clerk to collate and circulate all the necessary information to the Parish Councillors prior to the meeting.
- 4.3. Applications will be discussed at a full council meeting and agreed by majority decision. Applicants may attend the meeting at which the application is to be considered and at the Chair's discretion may address the Councillors to give background and further information.
- 4.4. All applicants will be contacted following the council's decision.

5. Grant Conditions

- 5.1. Grants 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 or organisation wishes to change the purpose of the grant they must seek approval by writing to the council, who will consider whether to approve the change.
- 5.2. Grants must be spent within 12 months of award. Any unspent monies must be returned.
- 5.3. Organisations are responsible for ensuring that they are in compliance with all applicable legal and statutory requirements (including those relating to health and safety and equalities)
- 5.4. If the organisation/ group disbands, or the project is not completed the council may ask for all or part of the monies to be paid back.
- 5.5. Acknowledgement of the financial support received from the council is required on documentation and any promotional material, including websites.
- 5.6. Only one grant will be made to any organisation per year.
- 5.7. All successful applicants will be required to report on how the grant was spent and how well it achieved its stated aims and promoted the council's aims of community cohesion and sustainability.
- 5.8. In addition to the above, specific conditions may be attached to particular grants. These will be set out in the award confirmation letter.
- 5.9. Failure to comply with any conditions (general or specific) attached to a grant may result in a requirement for the grant to be repaid or affect future grant assistance.