

**Carn Brea Parish Council**

**Grant Policy**

**Adopted on:** 9<sup>th</sup> December 2021

**Minute Number:** 21/12/14

**Reviewed on:** 15<sup>th</sup> December 2022

**Minute Number:** 22/12/17

15<sup>th</sup> December 2022 (Minute Number: 22/12/17)

## **1.0 Introduction**

Carn Brea Parish Council is committed to supporting and helping local community groups improve the quality of life for Carn Brea Parish residents and does this by offering grants in line with this policy. The Council is funded by the precept paid by the people living in the parish of Carn Brea and therefore has a duty to act responsibly and safeguard its limited resources.

A grant is a contribution made by Carn Brea Parish Council to voluntary groups, charitable and community organisations towards a specific project or activity which is not directly controlled or administered by the Council to improve the wellbeing of residents of the parish of Carn Brea.

## **2.0 Aim**

The Council's grants award policy aims to ensure that all grant applications are treated equally, grants awarded provide value for money and will improve the quality of life for the residents of Carn Brea Parish.

## **3.0 Criteria for decision making on grant applications:**

The Council will consider all of the criteria below in making their decision on whether to make a grant.

- Assistance will be given on the basis of need, merit and contribution to the community.
- Equality of opportunity.
- The difference the project will make to the lives of Carn Brea Parish residents.
- Level of benefit to the parish of Carn Brea.
- Adherence to the grants policy process.
- Evidence of a well-managed group, including previous experience.
- Financial viability and sustainability of the project.
- Evidence that funding has been sought from other sources, including your own fund raising.
- Funds remaining in the budget for the current financial year for organisations/projects of your kind.

The Council reserves to right to award less than the amount requested or to reject an application.

## **4.0 Eligibility**

Grants are available to any Registered Charity, Voluntary Group, Community Organisation or agency that operate within the Parish and are of benefit to the local community.

Carn Brea Parish Council cannot fund activities outside its legally defined powers and functions.

## 5.0 What can be funded?

- Purchase of equipment either in part or in full.
- Local organisations that are looking to improve or enhance community life for the people of the parish of Carn Brea.
- Groups operating outside the parish boundary will normally be limited to an upper limit of £250.
- Funding of transport that will enable group members to partake in a group trip or outings regardless of their income.
- Training activities or to purchase the expertise of an outside trainer/instructor/facilitator.
- Activities that raise the profile of the area.
- Running costs of a viable group that is experiencing a period of hardship.
- Hosting special events or celebrations.
- For the provision of recreational facilities.

## 6.0 What cannot be funded?

- Activities that are the responsibility of a Statutory Authority.
- Statutory organisations or the direct replacement of statutory funding.
- Individuals.
- Projects which discriminate on the grounds of race or religion.
- Organisations which hold substantial free reserves.
- Projects/work which has already taken place before an application has been decided.
- General appeals, sponsorship or fundraising for national or local charities or other local organisations.
- Political groups or activities promoting political beliefs.
- Religious groups where funding is to be used to promote religious beliefs;
- Projects or activities for schools that take place within the school day, though there may be instances where the Parish Council can consider grants from organisations associated with the school and where there is a wider benefit beyond education alone.
- Events which do not involve members of the local community participating.
- Organisations that do not provide a service to communities in the Carn Brea parish.
- Organisations that have a closed or restricted membership.
- Repayment of loans or cost of services, equipment or provisions in anticipation of a grant.
- Additional applications within a 12 month period of a successful application.
- Repair costs where deterioration is due to neglect.
- Administration expenses, i.e. postage, telephone, utilities, etc.
- Running costs i.e. gas electricity, water salaries, insurance etc.
- Land and Vehicle purchase.
- Organisations which are not based in the Parish of Carn Brea, unless they can clearly demonstrate community benefits within the parish of Carn Brea.

## 7.0 Grant Terms and Conditions

- The grant can only be used for the purpose stated in the application. If the group are unable to use the award for the stated purpose, all monies must be returned.
- No changes will be made to the project without first receiving the Council's agreement in writing.
- Organisations are responsible for ensuring they are in compliance with all legal and statutory requirements.
- Acknowledgement of Carn Brea Parish Council's financial support is required on documentation and any promotional material, including websites.
- Organisations shall not discriminate on the grounds of race, gender, disability, age (except for obvious reasons such as a youth club) sexuality or religious beliefs.
- Organisations must have a bank account into which grants can be paid; payment cannot be made to private individuals.
- Only one successful application per Carn Brea Parish Council financial year will be accepted from any organisation.
- Any grant awarded by Carn Brea Parish Council may be subject to additional conditions as determined by the Council which will be set out in the award confirmation letter.
- Grants cannot be used for goods or services you order or buy prior to the grant being awarded.
- Equipment or other assets which have been bought with the grant received will not be sold or disposed of without written agreement from the Council. If you sell any equipment or asset without written permission the Council may request that part of grant award is repaid. The amount repaid will be in direct proportion to the share of the project cost received from the Council
- The Council will not automatically fund later projects of any grant received for a pilot project.
- All awards must be properly accounted for. Evidence of expenditure and financial records pertaining to the grant should be supplied.
- Carn Brea Parish Council reserve the right to withhold any agreed grant until such time as satisfactory invoices or evidence of the project can be presented to the council.
- The Council may ask for all or part of the monies to be paid back in the following circumstances:
  1. If you fail to keep to the terms within the grant policy.
  2. If the application form was completed dishonestly or the supporting documents gave false or misleading information.
  3. In the event of the project not being completed or evidence of expenditure not being supplied when requested.
  4. If you close down, become insolvent, go into administration, receivership or liquidation (sequestration) or make an arrangement with your creditors.

**Failure to comply with any conditions attached to a grant may result in the grant being repaid or affect future grant assistance.**

## 8.0 Mandatory Requirements

Grant request must fulfil all of the below mandatory requirements or must provide clear and strong justification as to why it does not meet the requirement(s):-

1. Application must contain a current/most recent bank statement.
2. Copies of the latest accounts.
3. Quotations/Estimates.
4. Public Liability Insurance Certificates are required for any event (or project) where appropriate).
5. Employee Liability Insurance Certificates are required if staff are involved
6. Buildings insurance (if request relates to funding towards this purpose)
7. The application must contain a current copy of the organisations constitution and where relevant; articles of association.
8. All successful applications must provide receipts and supporting documents after the money has been spent.

## 9.0 The Process

Carn Brea Parish Council grants scheme operates within set criteria, agreed by the Council:

1. All funding request must be made using Carn Brea Parish Council's grant application form. Applications forms are available on the Carn Brea Parish Council's website or by requesting a copy from the office;
2. All application forms must be fully completed and signed by the most senior person from the organisation; regrettably incomplete application forms will be rejected by the Council;
3. A copy of the organisation's signed constitution must be sent with the application form. Should you not be able to provide this information you will need to explain why or your form will be rejected;
4. A copy of the latest set of the organisation's accounts must be submitted with the grant application form. Should you not be able to provide this information you will need to explain why or your form will be rejected;
5. Any appropriate additional information to support an application must be provided including relevant quotes and estimates;
6. Carn Brea Parish Council consider grant applications quarterly in January, April, July and October at the Full Council meeting which is held on the third Thursday of the month and exceptionally at other times of the year at the Chairman and Clerks discretion;
7. The closing date for your application to be considered will be the first Thursday of January, April, July and October;

8. Please be mindful that until you receive confirmation that a grant has been awarded you must not presume that you will receive a grant, or that the amount requested will be the amount awarded.
9. Once a decision has been made, you will be notified by letter within 21 working days.
10. Grants cannot be paid retrospectively; therefore any work commenced prior to acceptance of the grant offer will not be eligible for funding.

#### **10.0 Monitoring and reporting requirements**

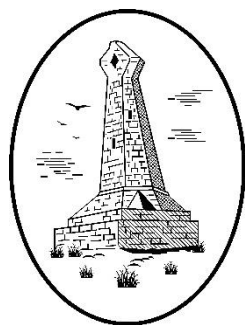
Following a successful application and in order to ensure that monies are used in the appropriate manner, as set out in this policy, a monitoring report will be required following project completion. The report shall include, but shall not be limited to, how many people benefitted from the project, if a profit was made and how it was used, how the grant money was used and what difference the project made to the organisation and/or local people.

The Council reserve the right to monitor the use of the grant and ask for evidence to support an application.

The organisation must allow reasonable access to premises/accounts upon request from the Council.

Organisations must retain records relating to the grant for three financial years after the grant has been awarded.

If organisations do not supply the required monitoring reports and supporting information in full and within the set timescale they may be asked to repay the grant funding to the Council. Failure to comply with the conditions of this grant may be taken into account when considering any further applications for grant funding made by the same organisation in future.



## Carn Brea Parish Council

### Application for a Grant

<b>Name of organisation</b>			
<b>Address:</b>			
<b>Telephone number:</b>			
<b>Email Address:</b>			
<b>Website Address:</b>			
<b>Social Media signposts:</b>			
<b>Organisation type (please tick only one)</b>	Registered charity <input type="checkbox"/>	Voluntary Organisation <input type="checkbox"/>	Community Group <input type="checkbox"/>
	<input type="checkbox"/> Other Please describe:		
<b>Company/Charity Number/Registration Number (if applicable)</b>			
<b>Please give the names and positions of two representatives authorised to make the application: - (1 must be the main named contact and authorised to apply for a grant on behalf of the organisation stated)</b>			
<b>1. Name:</b>		<b>2. Name</b>	
<b>Address:</b>		<b>Address:</b>	
<b>Contact Tel. no:</b>		<b>Contact Tel. no:</b>	
<b>Email:</b>		<b>Email:</b>	
<b>Status:</b>		<b>Status:</b>	

Please describe the purpose of your organisation and how it benefits communities in the Carn Brea Parish.

How long has your organisation been in existence?

Are your activities open to the public or restricted to members?

What is the present active membership?  
(if applicable)

Please describe what you want to do with the grant.

*Briefly describe what the grant you are requested is required for and why needed  
(Please complete this section even if you have included full details elsewhere).*

If you receive a grant, describe what your project/activity/event will achieve and what difference it will make to your organisation/area and how will it extend/develop community activity:



Explain how the grant will benefit residents of Carn Brea Parish, giving details of who and how many people within the parish will benefit?

Estimated start and end date for the project/activity/event

If the application is in respect of the improvement of land or buildings, who owns the land or buildings?

Total amount this activity/project will cost

Please give a detailed breakdown of the cost of your project/activity.

Please make the breakdown as accurate as possible as the award of any grant will be based up on the total estimated costs given. The grant will be paid based on the actual financial cost, if this is a lesser figure.

(Use a separate sheet if necessary and supply quotes if obtained)

Grant requested from Carn Brea Parish Council

**Please tell us how you will fund your project/activity, giving details of any funding already available or obtained along with details of any other grant applications made. .**

**Please share with us any ways by which you have been raising funds towards this project and how long have you been fundraising?**

**What are the estimated future maintenance and running costs and how will your project or service be sustained in the future?**

**What sources of income will be available to meet the estimated maintenance and running costs?**

**If there is a balance outstanding or you are not awarded the full amount requested from Carn Brea Parish Council please state how the shortfall will be covered or whether the project will be delayed:**

**Has any contract or other binding agreement been entered into in respect of the project/activity for which the grant aid is sought?**

<b>Has planning permission been obtained? (if applicable)</b>		
<b>Has your organisation received grant aid from Carn Brea Parish Council within the last 5 years?</b> If yes please give details below:-	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>Purpose for which grant was awarded:</b>	<b>Date Awarded:</b>	<b>Amount Awarded</b>
<b>Are your accounts audited yearly?</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>Please attach your last financial statement or set of accounts to this application. If you are unable to provide this information, please tell us why.</b>		
<b>Please write anything else you wish to say about your application: -</b>		
<b>If awarded Payments of Grants will be made via BACS:- Please give details of bank account the payment is to be made, please note the account cannot be in the name of an individual:</b>		
<b>Name on the Account:</b>		
<b>Sort Code:</b>		
<b>Account No:</b>		

<b>Supporting Documentation:</b> Please tick if you have the following document:			
<b>Up to date annual accounts/income and expenditure</b> (a copy to be sent with the grant application form)		<b>Safeguarding policies</b>	
<b>Signed constitution</b> (a copy to be sent with the grant application form)		<b>Quotes/estimates for project</b> (copies to be sent with the grant application form)	
<b>Planning permission if applicable</b>		<b>Affiliation to a Governing Body</b>	
<b>Relevant insurances</b>		<b>Equalities and including policy</b>	
<b>Declaration/Agreement</b>			
<p>I declare that to the best of my knowledge the information I have provided on this application form is correct and the grant will be used for the purpose stated.</p> <p>I confirm that the group named on the front of this application form has authorised me to sign this agreement on their behalf. We certify that the information given in this application is true and confirm that the enclosures are current, accurate and adopted or approved by the organisation. If this application is successful we will keep to the following terms and conditions.</p> <ol style="list-style-type: none"> <li>1. We have answered all questions on the application form.</li> <li>2. We have included all of the mandatory information stated in the Grants Award Policy or given an explanation why we cannot supply the information.</li> <li>3. Representative 1 is the main named contact and am authorised to apply for a grant from Carn Brea Parish Council on behalf of the organisation sated.</li> <li>4. We understand that if any seriously misleading statements are made (whether deliberate or accidental) at any stage during the application process, or knowingly withhold any information, this could make the application invalid and we could be liable to repay the grant to the Council.</li> <li>5. If a conditional offer is made to the organisation you will supply all relevant documents and information within 20 working days and accept that the Council may withdraw the grant offer if this is not adhered to.</li> <li>6. We have read and understand the terms and conditions set out in the Grant Policy.</li> <li>7. We confirm that we agree to the terms and conditions of the grant award which are set out in the Grant Policy.</li> <li>8. We will abide by the monitoring requirements set out in this policy.</li> </ol>			
<b>Representative 1</b>		<b>Representative 2</b>	
Name (please print)		Name (please print)	
Signature:		Signature:	
Position Held:		Position Held:	
Date:		Date:	

**Please check that your form has been fully completed and signed; incomplete or unsigned applications will not be considered.**

**\*Please attach a continuation sheet if there is not enough space on this form**



## CARN BREA PARISH COUNCIL

### Privacy Notice for Grant Applicants

#### Privacy Notice for Financial Assistance

Carn Brea Parish Council is the Data Controller under the new data protection law and will use the information you provide on this form in order to contact you about your grant application.

If you are an organisation or a group, the legal basis for processing this data is the necessity for the Council to perform a task in the public interest to enable it to consider your grant request.

If you include any personal details on this grant request on behalf of an organisation or group, the legal basis for processing this data is your consent to do so. You can withdraw your consent at any time by notifying us. Our contact details to do so, or for any other queries, are Carn Brea Parish Council, Treloweth Community Hall, Moorfield Road, Pool, Redruth, Cornwall, TR15 3QB.

We will keep your data for six years if your grant application is successful, and for six months if your application is unsuccessful, plus the current financial year, which runs from 1<sup>st</sup> April to 31<sup>st</sup> March. Your information will not be shared further.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at [www.carnbreaparishcouncil.gov.uk](http://www.carnbreaparishcouncil.gov.uk).

You can contact the Parish Council's Data Protection Officer, Paul Russell by post at 2 Church Road, Knighton, Powys, LD7 1EB, by email at [paul@micrshadevsm.co.uk](mailto:paul@micrshadevsm.co.uk) or by telephone on 07772 657446.

Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can withdraw or change your consent at any time.

We may contact you to keep you informed about what is going on in the Council's area including news, events, meetings and activities. These communications may also sometimes appear on our website, or in printed or electronic form including social media.	
Signed:	
We may use your name and photo in our newsletters, or on our website, or on our social media accounts and in our annual report.	
Signed:	
On Behalf of:	
Date:	

### KEEPING IN TOUCH

Yes please, I would like to receive communications by email.	
Signed:	
Yes please, I would like to receive communications by telephone.	
Signed:	
Yes please, I would like to receive communications by mobile phone including text message.	
Signed:	
Yes please, I would like to receive communications by social media including Facebook.	
Signed:	
Yes please, I would like to receive communications by post.	
Signed:	
On Behalf of:	
Date:	