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## Grants & Donations

If you want a grant for more than £100, read this.

### **How do I apply?**

If you are applying for any amount more than £100, especially where other funders are involved and your overall budget is much higher, you will need to download an application form for a Community Grant and return it to the Clerk with all the information we ask for. These documents are on the council's website (search for Grants & Donations) or contact the Clerk's Office.

### **Who can apply?**

Local community and voluntary groups who must be based within the parish boundary to benefit people living in the parish.

### **How much can I apply for?**

The minimum amount is for £100, and the council will consider every application on its merits. We have a limited budget for large projects, and that may influence the amount of funding we can give.

*The council will not usually fund more than 10% of a project (£2,000 maximum), but will expect the applicant to have raised other substantial funding from their own efforts within the local community*

### **How much does the council have to grant each year?**

Usually up to £5000. This is agreed in November each year.

### **What can I use the money for?**

Money from the parish council can be used to

- Pay your running costs
- Buying small items of equipment
- Venue hire
- Insurance
- Licences
- Staffing costs (for example security)
- Publicity e.g. printing newsletters, event programmes

Or as a contribution towards a larger project.

### **What can't I use the money for?**

- For events that have already taken place (no retrospective payments)
- Political activities or those that promote a particular faith
- For events that are already being run by someone else
- Any event whose only aim is to make a profit for the organiser
- To benefit an individual person. Our funds are for community benefit.

### **How long do I have to apply?**

Applications for these grants need to be received before the last day of September for a decision at the November public meeting. Applications for next year need to be

received by the last day of February for decisions made at the public meeting in April.

**When will I know if I've been successful in my application?**

The Clerk will write to you the day after the meeting with the councillor's decision.

**If we are successful, how soon do we get the money?**

You will need to accept our Terms & Conditions before any payment is made. Any grant will be paid directly into your bank account, so if you are successful the Clerk will then ask you for your bank name, sort code and account number.

We may need to see receipts or invoices before payment, or phase payments over a period of time.

**If we are successful, is there a time limit for us to spend the money?**

You will need to spend the money within the time limits you have given in your application. If you are unable to keep to that timetable, please contact us to agree an extension.

**Can we apply for part-funding of a project?**

Yes and we need to see where the other funding is coming from.

**We can't contribute cash**, but our volunteers give their time and we have donations in kind from our community. Is this considered?

We look at all aspects of your group to see how well you are supported and engage with the community.

**Who decides if we get the money or not?**

Decisions are made by all councillors of Menheniot Parish with help and advice from specialist assessors. Once the council has agreed to accept your application, we may have further questions to ask you. Decisions will be made according to the criteria listed above. The Parish Council's decision is final.

**After the event**

We want to know how well you did. Every successful applicant will have the chance to feedback to us on what went well, and what you might have done differently. This will help the council to understand more about the community's work, and enable you to plan better in the future.

**What are the next steps?**

Read through the Application Form that contains guidance notes and check our Terms & Conditions. If you are not sure if you qualify, please contact us and talk your idea over.

**What if I need more less £100?**

See our FAQs for Donations.less than £100

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