Mudford Parish Council Community Grant Funding Policy

This Community Grant Funding Policy was adopted by Mudford Parish Council at its meeting held on 25th July 2024.

This policy has been amended at the meeting held on 28th November 2024.

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Chair

Each year Mudford Parish Council allocates a specific amount of money to be made available as grants to organisations, clubs, societies and groups who help to build a sustainable community and economy for the residents of Mudford Parish. In awarding grants the Parish Council is aware of its responsibility for ensuring that public funds are properly managed.

Basic requirements

All grants are restricted to voluntary or non-profit making organisations that can demonstrate that the funding will:

- meet an identified need
- deliver a viable project or service
- mainly benefit residents of the Parish of Mudford

Applications must be made on the appropriate form, which can be downloaded from the Council's website or obtained from the Parish Clerk and submitted to the Parish Clerk with the requisite documents.

Commented [MPC1]: to change to MPC's form

Incomplete applications will be returned for completion. Please bear in mind that applications will be reviewed shortly after the deadline dates, so any delay caused by incomplete forms may mean that the application will not be considered until the following meeting.

Applicants will be invited to attend the next Parish Council meeting to explain their application in person.

Successful applicants will be required to:

Commented [MPC2]: to insert: agree to complete MPC's grant monitoring form at the end of the financial year, demonstrating how the funds were used and the outcomes achieved

- acknowledge receipt of the grant
- acknowledge Mudford Parish Council's support in any publicity material
- make an oral report to the Annual Parish Meeting

Requests for regular annual funding

Commented [MPC3]: change required - please refer to the supporting papers

Applications for regular financial assistance of £1,000 or more per annum are welcome from organisations, clubs, societies or groups that can provide:

- Details of your organisation's bank account
- A copy of your constitution
- A copy of your certified audited accounts for the last year. In the case of smaller organisations, income and expenditure statements for the last year certified by a qualified

accountant may be submitted instead. Where such statements have not been certified, they must be signed by two persons from within the organisation who have been appointed to act as auditors

- A business plan that sets out what activities you have planned over the next three years and how they will be funded

Requests for one-off grants

Commented [MPC4]: change required - please refer to the supporting papers

Applications for grants for up to £1,000 will be welcomed from organisations, clubs, societies or groups that can provide:

- Details of your organisation's bank account
- A copy of your constitution
- A copy of your latest audited accounts and balance sheet. In the case of smaller organisations, a recent income and expenditure statement certified by a qualified accountant may be submitted instead. Where such statements have not been certified, they must be signed by two persons from within the organisation who have been appointed to act as auditors.
- A project plan that sets out how the money will be spent and what the outcomes of the project will be

Normally the maximum grant awarded will be for 75% of the project's costs, unless clear evidence is provided that the remainder cannot be raised from elsewhere.

The grant scheme is unable to support:

- Charities operating overseas or established to help persons outside the UK
- Organisations with a closed or restricted membership
- Organisations with party political links
- Projects which discriminate on the grounds of race or religion
- Applications to cover costs that have already been incurred
- Services which should be provided by statutory funding

Running costs will be considered and agreed at the discretion of the Council.

Applicants should be aware that:

Commented [MPC5]: to insert: requirement for the return of any funds not used

- All grant aid is subject to Council Officers being satisfied with the accounts and/or financial status of the applicant.
- The Council may attach special conditions to a grant which must be fulfilled before any payment can be made. Grants may be paid in stages over a period of time as a project progresses and evaluation and monitoring procedures take place.
- Applications from organisations with substantial unallocated resources will not be considered a priority for funding.
- Grants must be restricted to the purpose for which they were given.
- Organisations are generally restricted to one application for grant aid during each financial year (1 April to 31 March). However, the Council may consider additional applications during the same financial year if surplus grant funding is available.
- Applications from schools, religious groups etc will be considered where a clear benefit to the wider community can be demonstrated.
- Applications for grant aid will be considered by the Parish Council. For the application to be considered at the next available meeting all relevant paperwork will need to be submitted to the Parish Clerk a minimum of 14 days prior to a meeting.
- The Council reserves the right to request a copy of quotations and other documentation as evidence of the expenditure that will be incurred. It would therefore be beneficial if quotations could be included as part of your supporting documentation.
- For our own publicity material, the Council may require photos with agreement from participants and may use the name of the organisation and project.