



Grants Policy

Key criteria

Any grant should benefit:-

1. All of the residents of Claygate
2. A section of Claygate's residents with particular needs

AND

Operate with no undue restrictions on membership

(Please note that if an organisation has received either a grant or CIL funding for a project it may not apply again for a grant, regardless of the project, until twelve months have elapsed since the award was granted).

Who is not eligible?

- Individuals
- Organisations which aim to distribute a profit
- Organisations which do not work within the Parish boundaries
- Organisations with no established management committee

What is not eligible?

- Projects that have been completed prior to an application being submitted
- Ongoing revenue costs for a project
- Annual maintenance or repair
- Projects promoting a political party
- Projects that conflict with existing Parish Council policies
- VAT that an organisation can recover

When the grant application is below £500

The accounts and constitution of the organisation applying for the grant should be available for inspection, unless it is to an organisation which is just setting up. The organisation should be able to prove sound financial management and have a bank account requiring at least two signatories.

When the grant is substantial (over £500)

- a. The accounts and constitution of the organisation applying for the grant should be available for inspection, unless it is to an organisation which is just setting-up.
- b. The application should be supported by a project plan and statement of other funding sources - including information about approaches for funding which were unsuccessful.
- c. The organisation should be able to prove sound financial management and have a bank account requiring at least two signatories.

- d. The Parish Council will consider the application only if the requested grant cannot be reasonably funded from income and/or reserves of the organisation applying.
- e. If the grant is to be the 'seed' funding source for a particular project the organisation should be able to show other sources of funding that will contribute once an initial amount is raised.
- f. If the Claygate Parish Council is to be the provider of 'last resort' the organisation should be able to show other fund-raising activities or sources of funding.
- g. The grant should be match-funded or some other resource provided i.e. labour, by the organisation receiving the grant

Exceptions may apply and can be made at the discretion of the Council.

The Council reserves the right to reject any application for any reason.

Procedure: If you have any queries relating to an application please contact the Parish Clerk.

Revised November 2019