

## **STAPLEHURST PARISH COUNCIL**

### **POLICY ON GRANTS**

- 1. Staplehurst Parish Council (SPC) will actively seek to obtain grants to support activities and projects approved by SPC.**
  
- 2. In general these activities and projects will be managed and be the responsibility of SPC. However, in certain circumstances a grant may be obtained through SPC to support an outside organisation. Any organisation can be considered for support but the following are more likely to meet the criteria for public funding:**
  - Properly constituted village community and voluntary organisations.**
  
  - Registered charities.**
  
  - Private sector organisations working through or in partnership with public authorities or local community and voluntary organisations.**

**Organisations will need to demonstrate:**

- Formal status and structure.**
- Appropriate project management capability.**
- Financial soundness and controls.**
- A clear project business plan.**

**Individual grant giving bodies will have specific requirements but it is unlikely that Parish Council funding would exceed the funding committed or secured by the applicant organisation.**

- 3. The Responsible Finance Officer (RFO) will have the responsibility to seek appropriate grant funding. Sources may be available from the following:**
  - Maidstone Borough Council through the Parish Services Scheme.**
  - Kent County Council either directly or via the County Councillor representing Staplehurst.**
  - Public organisations such as Housing Associations.**
  - Government Departments such as the Department for Communities and Local Government.**
  - European Community by intermediaries.**

- **Grant giving Foundations and Charities and Lottery Funds.**
4. **It is important to recognise that some grants may be given on a matching basis; this particularly applies to European Community Funded projects. Alternatively the grant giver may require a certain percentage to be funded at source. In many cases grant givers may require some form of public recognition. This may be done though installing a notice or flying a flag; many European Commission projects require the latter. It will be the task of the RFO to seek the best source for Staplehurst in order to maximise the benefit for the community. It is accepted that the scale of available funding will depend on existing commitments and priorities and the funding guidelines for the grant making bodies.**
  5. **Project funding will need to be in line with the aims of Staplehurst Parish Council. These might include the following, inter alia:**
    - **Increased and improved local community facilities and buildings.**
    - **Investment in improving local environment which might include: security and street cleaning.**
    - **Facilities and activities targeted at young people such as the skatepark and the football pavilion.**
    - **Projects to promote the economic and commercial regeneration of the community including the creation of local employment opportunities.**
    - **Increased provision of education, skills and training opportunities for the community.**
  6. **Applications by third parties to Staplehurst Parish Council for grant funding should be made by the end of October at the very latest in order for them to be taken into account in the precept calculation and the budget for the following financial year which runs from the 1<sup>st</sup> of April to the 31<sup>st</sup> of March. Initial applications by outside organisations should be made to the Parish Council in the first instance. They should briefly cover the following:**
    - **A description of the project.**
    - **Costs and funding requirements.**
    - **A cost/benefit analysis if data is available and it is practical so to do.**
    - **Timescales for project delivery and funding release.**
    - **How the project meets the aims and objectives of the Parish Council as set out in the Neighbourhood Plan.**
  7. **All grant applications will be first considered by the Parish Council's Finance Group who will make recommendations to Staplehurst Parish Council. This must be**

approved by the Full Council as the Finance Group only has the power to recommend.

8. The Parish Council aims to make one of the following decisions by the end of the financial year for each application submitted:

- Agree funding for subsequent financial year.
- Agree funding over a number of subsequent financial years.
- Defer consideration of the application to a defined future period.
- Review and if necessary refer to alternative funding sources.
- Decline the application.

**Staplehurst Parish Council**

**August 2013**