Pentewan Valley Parish Council

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Grant Policy

1. Introduction

Pentewan Valley Parish Council is committed to supporting, promoting, and encouraging volunteer organisations, charities, and community interest groups that provide benefits to the parish and its residents. To achieve this, the Parish Council makes an annual budget provision for grant funding.

The Parish Council has allocated £3,000 in the budget for grants to local organisations, which will be awarded in line with this policy.

Applicants are encouraged to seek additional sources of funding alongside this grant scheme, particularly through match funding and other fundraising efforts.

The Parish Council seeks to provide grants that meet at least one of the following objectives:

- Enhances opportunities and demonstrates that the project benefits the parish and has local community support.
- Provides a new or improves an existing asset or service that benefits a significant proportion of residents.
- Enhances the profile and reputation of Pentewan Valley Parish.

2. Eligibility

The grant scheme is only open to:

- Community Organisations
- Local Charities
- Community Interest Companies (CICs)
- Individuals who have a connection to one of the above that is located in the parish.

Applications will be considered from religious groups where a clear benefit to the wider community is demonstrated, regardless of religious beliefs. However, grants will not be awarded for upkeep, maintenance, or improvement of religious facilities.

Grants will not be awarded to political organisations (as per Local Government Act 1986 s2).

The proposed project must provide a demonstrable benefit to the residents of Pentewan Valley Parish.

The Parish Council will not fund:

- Hospitality or refreshments.
- Salaries or staffing costs.
- Core school expenditure.
- Projects with party-political affiliations.
- Retrospective applications, unless approved at the Parish Councils discretion.

If an individual applies, they must:

- Live in the parish and/or
- Be affiliated with a local organisation within the parish.
- Provide a verifying letter on headed paper from the organisation supporting their application.

Applicants must have a bank account in the organisation's name.

The Parish Council will only consider one application per organisation per financial year.

3. Applying for a Grant

Application Process

- Applications should be submitted via the Parish Council website using the designated form.
- Incomplete applications will not be considered.
- Applications must be received at least 10 working days before a full Parish Council Meeting.

Supporting Documentation

- Previous financial year's accounts.
- A recent (within 3 months) bank statement.
- Start-up organisations must provide a proposed budget and financial plan.

If requested, applicants must attend the Parish Council meeting where their application is being considered.

4. Grant Award Process

Decisions regarding applications will be reviewed by the Finance, Policy and HR Committee. A panel appointed by this committee will assess applications and make recommendations, with final decisions being made by full council.

As these grants are funded through public money, it is essential that all allocations are made openly, transparently, and fairly.

Assessment & Scoring

- Achieves Outcomes (10 points) – Does the project meet at least one of the Parish Council's objectives?
- Value for Money (10 points) – Does the project demonstrate efficient use of funds, collaboration, or match funding?
- Strong Governance (10 points) – Is the organisation well-managed, with financial oversight?
- Fit with Parish Council Strategic Aims (6 points) – Does the project align with the Parish Council's priorities?

A minimum governance score of 6 and an overall score of 18 are required for a grant to be awarded.

5. Grant Conditions & Evaluation

Applicants must not change the use of their grant award without written permission.

Successful applicants must:

- Acknowledge the Parish Council's financial support in all publicity materials.
- Provide an update report within 6 months (if requested), including invoices.

The Parish Council may provide letters of support for large projects requiring additional funding sources, if requested.

The Parish Council reserves the right to reclaim funds if false information is provided, this may lead to withdrawal of the grant offer if:

- The grant is not spent in accordance with the application.
- The funds remain unspent after one year.
- There is a breach of conditions.

The Finance, Policy and HR Committee may attach additional conditions to grants.

6. Payment of Grants

Successful applicants must sign an agreement confirming acceptance of grant conditions before funds are released.

Individuals signing the agreement must confirm that they are authorised to act on behalf of the applicant organisation and that the organisation will repay any outstanding amount to the Parish Council on demand if the grant is not used in accordance with the award conditions.

Payments will be made within four weeks of receiving the signed agreement.

Grants will only be paid to an organisation's bank account – not to individuals.

Adopted by Full Council at the meeting held on 18 November 2026

under minute number FPC26/165

Due for review in November 2028