

# MINSTEAD PARISH COUNCIL

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## Grant Awarding Policy

Adopted May 2021

Revised May 2024

### Objective

**The Parish Council will consider supporting activities and causes which benefit the parish of Minstead.**

A grant is any payment made by the Parish Council for the specific purpose for which it is claimed and for the well-being of the community.

### Eligibility

Any grant made by the Parish Council must directly benefit some or all of the residents of the parish of Minstead. Applicants must set out how the community in Minstead will benefit from the work funded by any grant. This is particularly important where an application is made by an organisation working regionally or nationally.

The following criteria must be met for a group to be considered for a grant:-

- The group must be a charity, voluntary or community organisation
- The group must be able to demonstrate that any funding from the Parish Council will directly benefit the residents of Minstead
- The group must be formally constituted and have a management committee made up of volunteers.
- Political parties and religious organisations are not eligible for grant funding.
- Grants will not be made retrospectively

### Criteria.

Each application will be assessed on its own merits and will be considered along with other applications at the meeting. In particular the Council will consider:

- How well the grant will provide benefit to Parishioners
- How effectively the group will use the grant.
- Whether the costs are appropriate and realistic.
- What level of contributions has been, or will be, raised in addition to the grant. It is unlikely that the Council will give a grant of more than 50% of overall cost to any proposal.
- The Council may require representation on the management committee if it is responsible for a substantial element of an organisation's funding

### Conditions.

- Multiple applications within a 12 month period will not normally be considered; although the only real limit is remaining funds.

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- The Parish Council reserves the right to reclaim any grant not being used for the purpose specified on the application form. The Parish Clerk will, therefore, be allowed to verify that the monies have been spent accordingly;
- Should the Parish Council request proper evidence of actual or estimated expenditure, it must be supplied to the Parish Council prior to the payment of any grant. If the Parish Council is not satisfied with the arrangements it reserves the right to request a refund of monies awarded.
- An acknowledgement on receipt of the grant is required

### **The following requests will not be considered:**

- Support for projects outside of Minstead Parish unless they can prove a clear direct benefit to Parishioners.
- General appeals from national charities
- Financial support for an individual or family
- General advertising
- Political, lobby, pressure and campaigning groups or trade union activities
- Appeals intended to promote a particular political or denominational affiliation
- Projects for which organisations have any statutory duty

### **Application Process.**

- Applications should be made by completing the Grant Awarding Application Form and should be submitted to the Clerk. Grant Awarding Application Forms can be obtained from the Clerk or downloaded from the Parish Council Website <https://minstead.org.uk/parish-council/>.
- An organisation which has not previously applied to the Parish Council must submit a copy of its constitution.
- Grant applications should be submitted to the Clerk to the address noted on the form or via email to [minsteadclerk@gmail.com](mailto:minsteadclerk@gmail.com) . Applicants are usually informed within two weeks of the meeting.
- Grant recipients are encouraged to attend the meeting when grant will be reviewed and may be asked to mount a display or make a presentation.
- Grants can only be awarded by resolution of the Full Council and are dependent on the availability of funds and the suitability of the application. Grants will not be made retrospectively and cannot be made to individuals.

### **Promotion.**

The Parish Council will recognise successful groups in its own reports to parishioners.

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#### Grant Application Form

Please email this form to [minsteadclerk@gmail.com](mailto:minsteadclerk@gmail.com) or post to Minstead Parish Council, Wisteria Cottage, 45 Romsey Road, Lyndhurst, SO43 7AR

Name of Organisation:

Is the organisation a Registered Charity \*YES/NO (\*please delete as appropriate).

If yes, please indicate the Charity Number:

NB Some organisations are entitled to Charity Status through membership of a national organisation. If this applies to you please name the national organisation.

Would the grant that you seek be applied for the general benefit solely of the parishioners of Minstead Parish or for a wider area? If the grant will benefit a wider area what number/percentage of beneficiaries would be Minstead parish-based residents? (use separate sheet if necessary).

Is the grant requested for a specific project? \*YES/NO (\*please delete as appropriate)

If NO please proceed to the next box.

If YES, please give details of the project in the form of a draft business plan with a detailed, estimated breakdown of costs, income, expenditure etc. (Please attach separate documents and give summary below).

Cost £

Funds Raised £

Funds Promised £

Balance £

Commencement Date:

Completion Date:

Other possible sources of finance:

To which other organisations have you applied:

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If a grant is not for a specific purpose please state the amount requested and describe how it will be used (use separate sheet if necessary)

### Checklist:

- Please include a copy of the constitution if you have not already supplied MPC with one
- Financial information/ business plan if required
- Names/addresses of members of the management committee and project leader
- Any other relevant information you would wish the Council to consider in support (use separate sheet if necessary)

Please be aware that any personal data submitted to Minstead Parish Council on this form will only be used by the Council to transact the task of considering the grant requested and the Council will not share information with third parties. The data will be stored by the Council in line with the recommended NALC data retentions policy. You have a right to request your data is deleted at any time. **In signing below you recognise that Minstead Parish Council will hold this information as outlined.**

Name of Applicant .....

Applicant's role within the organisation.....

Address  
.....  
.....  
....

Signed ..... Date .....