Morton Parish Council

Community Grants Policy

Purpose of our community grants

The purpose for the grant should usually be:

 to part fund events or activities that may only be viable, or can be significantly

improved; or

 to part fund or fully fund the start-up costs of new events or activities; or

 to improve facilities available in Morton; or

 to improve the village’s appearance.

Instead of being for a grant, the application can be for the council to underwrite an

event, so that the organisers are protected from a loss in the event of, for example,

bad weather.

The council are more likely to be supportive of an application that aims to introduce

something new to the village, such as a new activity, or aims to significantly improve

something already offered, or which is for expenditure on equipment that will provide

a benefit to the village for many years.

Who can apply?

Individuals, local community groups, voluntary organisations, non for profit

organisations and sports/recreational clubs.

It is unlikely that the council would directly award a grant to a commercial

organisation, but reserves the right to do so. An individual or community group /

organisation may though incur costs from a commercial organisation when running

an event and those costs may be eligible expenditure that can be included on the

grant claim.

Any grant application must be seen to be of benefit to residents of Morton Parish.

The benefit to Morton residents must be commensurate with the expenditure.

How can the grants be used and how are they decided?

The amount of the award will be at the discretion of the Parish Council. Decisions on

awarding / declining grants will only be taken at meetings of the parish council.

A grant application can be made requesting the council to underwrite the costs of an

event, so that the community group running the event do not suffer personal financial

losses should the event, for example, be poorly attended due to bad weather. If the

parish council agrees to such an underwriting of costs, it will be subject to conditions

and a maximum financial limit.

All applications for grants and requests to underwrite the costs of an event will be

considered on their merits.

Grants may be awarded for capital projects, such as the purchase of equipment,

works to buildings and improvements to premises. In addition the council may

support a community event, activity, festival or other special event.

Grants towards running costs, salaries, routine maintenance or consumables will only

be considered in exceptional non-recurring circumstances. For such costs, it is

important that you fully explain the exceptional circumstances when applying for the

grant and why you do not believe the circumstances requiring the grant are likely to

reoccur.

When and how should an application be made?

The Council has allocated £5,000 for community grants for the 2016/17 financial

year.

The Council will accept applications at any time and applications can be made before

and throughout the financial year but will be dealt with on a first come first served

basis. Once the full £5,000 has been awarded for a financial year then no further

grant applications will be considered until the start of the following financial year.

If you wish your grant application to be considered at the next parish council meeting

then the fully completed application form must be delivered to the Clerk of the Parish

Council no later than 14 days prior to the meeting.

All applications are to be made on a form that can be obtained from the Parish

Council Clerk or on the website here: http://mortonparishcouncil.org.uk/parishcouncil/grants-to-community/

You will need someone to be available to attend the parish council meeting and

answer councillors’ questions.

What is required when making an application?

 The application form to be fully completed.

 Full and complete copies of your signed financial accounts for the last two

years, if applying on behalf of an organisation and if your organisation has

been in existence for that period, plus the most recent bank statements for the

organisation for the last 3 months.

 Details of the costs expected to be incurred and supporting evidence.

 Should you have had a previous grant from the Council, it is wise to check

that you have submitted a report to the Council following the spending of your

previous award. Your current grant application might be affected if you have

failed to do so.

 Evidence of other awards towards the project, e.g. lottery funding, other

bodies.

Items that may be requested after the receipt of your application?

 A copy of your organisation’s Constitution, Terms of Reference or Rules.

What will not normally be funded.

 The activities of political organisations.

 General operational and maintenance costs.

 Events that have already occurred, equipment already purchased, works

already started or completed.

 Repayment of loans or cost of services, equipment or provisions incurred

prior to the awarding of the grant.

 Organisations that have a closed or restricted membership.

 Organisations that are the responsibility of another public body/agency,

however some form of matched/joint funding might be considered.

Grant conditions.

 The grant can only be used for the purpose stated in the application and the

Council reserves the right to reclaim any grant not used for the specified

purpose.

 Applicants are responsible for ensuring that they are in compliance with all

legal and statutory requirements.

 Should for any reason the organisation disband during the period of the grant

the Council may ask for all or part of the monies to be paid back.

 Prior approval of the Council is required if any change of purpose of the grant

is required.

 Organisations must contact the Council before disposing of any equipment or

resources purchased or part purchased with a grant from the Council, if the

grant was provided during the preceding 5 years. The council reserves the

right to increase this period beyond 5 years when awarding grants that are

expected to provide a significant benefit beyond that term.

 The Council reserves the right to monitor the use of the grant and the

organisation consents to allowing reasonable access to premises/accounts

upon request from the Parish Council.

 The Parish Council may take into account any previous grant made to an

organisation or group when considering a new application.

 Acknowledgement of the financial support received from the Council is

required on documentation, the organisation’s website and any promotional

literature or other media.

 To be eligible for a grant an organisation shall not discriminate on grounds of

racial origin, gender, disability, age (except where obviously necessary: youth

club, pre-school children club) or political or religious persuasion.

 All grant recipients are required to provide the Parish Council with a brief

report, including photographs where appropriate, of how the grant has been

utilised, how it has assisted the individual, organisation or group and what it

has achieved. This must be submitted within two months of spending the

grant or completion of the project or holding the event.

 If the Council has underwritten the costs of any event then any claim for

reimbursement must be made within 30 days of the event being held.

 If a grant application is declined then the organisation cannot resubmit the

same or a similar grant application during the same financial year (years

ending 31st March).

 More than one project may be included in a single grant application.

Should any of these conditions not be met it could result in the award being

withdrawn, the grant having to be repaid and future grant applications being

refused.

What to do now?

Apply to the Parish Clerk for an application form or download one from the website

here: http://mortonparishcouncil.org.uk/parish-council/grants-to-community/

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This policy was approved by Morton Parish Council at its meeting on 20th

January 2016.