Mary Tavy Parish Council

Grant Awarding Policy

A grant is any payment made by the parish council to be used by an organisation for a specific purpose that will benefit the area of Mary Tavy, or its residents, and which is not directly controlled or administered by the parish council. The council awards grants at its discretion to organisations which can demonstrate a clear need for financial support to benefit the parish by:

- providing a service
- enhancing the quality of life
- improving the environment
- promoting the parish of Mary Tavy in a positive way.

Organisations should be based in Mary Tavy, or if outside of its boundary, its work should be of direct benefit to the area and/or its residents.

Grant Application Process

Organisations may submit an application for financial support at any point in the year. Grant applications that supply all of the information requested below and are submitted by organisations who meet the conditions supplied in the 'conditions of funding' section of this policy, will be considered during the next monthly meeting of the parish council.

1. Applicants will be required to complete an application form. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided. Application forms are available from the clerk as an editable Microsoft Word template or the application form may be printed and completed by hand. All application forms must supply the wet ink signature of a member of the organisation in a position of authority e.g., the Chairman, Treasurer, Group Founder/Leader. Completed applications should be sent to the parish clerk.

2. Organisations will be required to provide the following information (the sources of information highlighted in bold must be supplied **in addition** to fully answered questions on the application form):

    - **a copy of their written constitution or details of their aim and purpose** and full details of the proposed project or activity (including a breakdown of costs),
    - a statement that demonstrates how the grant will benefit the area of Mary Tavy and/or its inhabitants,
    - **a copy of the previous financial year's accounts (audited accounts whenever possible) or, for new organisations, a detailed budget plan,**
    - details of other funding sources/grants applied for in relation to the proposed project or activity.

3. The parish council will make the decision on which grants to award. All applicants will be contacted following the parish council's decision.

Each application will be assessed on its own merits. However, to ensure as fair a distribution of funds as possible the parish council may take into account:

- the amount and frequency of previous awards,
- uses and benefits to the community of previous awards,
- the level of reserve funds held by the organisation,
- the extent to which funding has been sought or secured from other sources or fundraising activities.

Conditions of Funding

1. The organisation must be either non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.

2. The parish council reserves the right to determine the amount awarded or refuse to make a grant.

3. Grants will not be made to individuals.

4. Grants will not be made retrospectively.

5. Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless adequate funds are not available from their national bodies, or the funds available are inadequate for a specified project.

6. An organisation should have a bank account in its own name with two authorised signatories.

7. Organisations awarded a grant will be required to provide the council with a written report within six months of the award date to demonstrate how funds are being spent. Details from this report may be used in the Annual Report presented at the Annual Parish Meeting to demonstrate the parish council's commitment to supporting its community during the year.

8. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application for financial support for a specified purpose must be submitted

each time funding for the organisation is required. The awarding of a grant in one year or period does not set a precedent for any subsequent applications.

9. The parish council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate.

10. Any grant may only be used for the purpose for which it was awarded unless the written approval of the council has been obtained for a change of use of the grant monies.

11. Any unspent portion of the grant must be returned to the parish council by the end of the financial year in which it was awarded.

12. If an organisation is dissolved before the grant has been utilised, the council would expect a reimbursement of the grant awarded. If the initial grant awarded was for the purchase of a piece of equipment, and the purchase has been made, the item should be offered back to the parish council for resale or redistribution to other deserving organisations within the parish.

13. The parish council may make the award of any grant or subsidy as it considers appropriate in the event of an unforeseen urgent event.

14. Grants to religious organisations can only be made where the funded purpose is open to those of all denominations and cannot be for any works to buildings as this is precluded by law.

15. Nothing contained herein shall prevent the council from exercising, at any time, its existing power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, section 137.

More information or advice

If help is needed filling in the form or further information required, please contact:

Ms A Christie (Clerk & RFO)
Email: clerk@marytavyparishcouncil.gov.uk

This grant awarding policy was last reviewed and adopted by the full council on 13th Oct 2026. The grant awarding policy will be reviewed every two years.

Next review due: Sept 2028