



Grants Policy

1. Introduction:

Definition:

A grant is a small donation made by Pevensey Parish Council for a specific purpose. It is applied for and is generally for the benefit of Pevensey's Community.

Objective:

The Parish Council is committed through its own 3 year plan and this policy, to make Pevensey a successful, vibrant and attractive place to live, work and visit. The Parish Council is keen to contribute to the development of projects, activities and services that will benefit the community. The Parish Council is aware of its responsibility for the use of public money and for the distribution of these funds to be managed in accordance with law and proper standards.

2. Rules:

- a. Financial grants are decided by Pevensey Parish Council Grants Committee once a year in November and awarded by the Council in June.
- b. The Council operates a fully documented and transparent policy for awarding grants to ensure fairness and equality throughout its process.
- c. The Council offers two types of financial grants, a small grant (up to £500) and a larger grant (over £501 – £1,250)
- d. All applications will be considered together on their individual merit. The final decision of assessment of application and level of any grants offered lies with the Grants Committee and the budget is agreed and set by the Finance and General Purposes Committee (F&GP). The final budget is then agreed by full Council in January.
- e. Grants will be judged against clear and consistent criteria. If an application is successful the applicant will be required to adhere to a number of conditions set out in the policy
- f. Applications submitted without the necessary supporting documentation will not be considered.
- g. The complete application and supporting documentation must be received on or before the closing date as advertised.
- h. Only one application can be submitted from an organisation each year.
- i. The following are not eligible to apply for grants:
 - i. Individuals, businesses, commercial organisation, religious groups or political parties
 - ii. Projects that are statutory responsibility of other authorities;

- iii. Applicants who have an outstanding loan with or are financially indebted to the Council.
- iv. Grants will not usually be awarded for projects or activities already delivered.

3. Grant Criteria.

Large Grant:

The maximum large grant amount that can be awarded is £501, up to £1,250. However, grants over £1,250 may be considered but it must be of benefit to potentially all of Pevensey.

Small Grant:

The maximum small grant amount that can be awarded is up to £500.

4. Eligibility Criteria.

To be eligible to apply for a grant from Pevensey Parish Council, the applicant must provide the following criteria:

- a. Voluntary/community group providing a project or activity for the benefit of the residents of Pevensey
- b. Applications must be made in the name of the organisation to which financial assistance is to be granted and all details on the application form must be completed.
- c. A written statement of how the grant will be used
- d. Applications must have annual accounts and recent bank statements for the organisation covering the last 12 months.
- e. For a starting up organisation, a projected budget is to be submitted along with a supporting business plan and risk management plan in lieu of annual accounts. Or an income and expenditure plan for their first year of operation.
- f. A set of written rules, constitution, or other governing documents, they shall be current and properly authorised.
- g. Grants requested for maintenance or improvement purposes must be supported by a minimum of two estimates or plans of the works.
- h. A copy of Public Liability Insurance if the grant is to be used as a public event to a value of at least 5 million.
- i. Details of how the organisation will assess the effectiveness of the activity or project.

5. How the Grants Committee will make a decision.

- a. Applicants have met the documentation requirements
- b. Applicants have specified how the grant will be used
- c. Who will benefit from the grant within the community
- d. The applicant is a Voluntary or Community group
- e. Benefits to the requesting organisation
- f. Value for money
- g. The grant promotes Pevensey
- a. The grant contributing to something that has not already been funded in the past by Pevensey Parish Council.

6. The Process of a Grant Application

- a. The Clerk will advertise on the noticeboards, the council's website and social media that grant process is available.
- b. The forms will be available to download from the Council's website or by post on request.
- c. Forms and documents should be submitted electronically to the Clerk by email to pevenseyipc@outlook.com but can be submitted by post.
- d. The Clerk will assess the application for compliance in accordance with this policy. Where an application is incomplete, does not meet eligibility criteria or has not provided the correct supporting documents. The Clerk will contact the named contact on the application to inform them of this. It is the applicant's responsibility to then return a completed form along with all necessary supporting documentation before the closing date.
- e. Applications are reviewed by the Grants Committee and their recommendation is sent to F&GP committee.
- f. The F&GP committee will consider the recommendation and allocate the budget for the Annual Grants using the recommendation of the Grants Committee.
- g. After an agreement has been reached, a letter will be sent to all applicants advising them of the decision made and arrangements for payments of the agreed grants, this also includes information on the presentation by the Council.

7. Awarding Grants

- a. Grants will be paid by cheques, address to the name of the organisation specified on the application form.
- b. The grants will be awarded by the Chairman of the Parish Council at the awards presentation evening arranged in June.

8. Monitoring and Evaluation

- a. All applicants will be supplied with a grant evaluation form with the grant which must be completed as soon as possible. Future grants will not be awarded until this is returned.
- b. If for any reason the organisation disbands during the period of the grant process the Council has the right to withdraw the grant.

9. Transparency and Publicity

- a. The Council will publicise the availability of grants widely throughout the community.
- b. The council will report annually on the total spends on grants and list the groups in receipt of a grant and the use made of the grant.

- c. In awarding grants the Council recognise and support the valuable contribution made the voluntary sector to the well-being of the community.
- d. Organisations receiving grants from the Parish Council must acknowledge the Council in any relevant publicity or publication that the Council has awarded the grant.