



Kents Hill & Monkston Parish Council Grant Aid Policy

Grant Aid Policy

Kents Hill & Monkston Parish Council is committed to giving financial support to local initiatives but has a responsibility to distribute grants in a fair and equitable manner. The grant fund is intended to support local community projects, groups or organisations that operate for the benefit of local residents. To this end, the Council will only consider awarding grants to organisations, groups activities or services that can demonstrate that the money will make a real difference to the residents of the Parish.

Grant applications are considered at the next meeting of Full Council.

Applications must be received by Council at least 2 weeks prior to the meeting at which you wish it to be considered.

Grant Categories:

Small Grants – Up to £250 (Match funding optional)

Large Grants – Up to £1000* (Match funding required)

*The Council will not usually fund grants of more than £1000, but may do in exceptional cases

All applicants should fit the following criteria:

- The organisation (even if it a national organisation) is based, or has a branch, locally for the benefit of local residents
- The organisation must be able to demonstrate adequately how the money will be used and the potential benefit to residents
- A group bank account MUST be held. Payments WILL NOT be made to individuals.
- A copy of the last audited accounts to be included with the application. If the group is less than one year old, 6 months' latest bank statements are required
- Applicants must be able to demonstrate an understanding of and a commitment to equality, diversity, inclusivity and safeguarding
- The applying group/organisation must have a constitution and mission statement stating the group's values and objectives
- Where an application is for match funding, applicants must be able to show that they have already secured the other funds

Council will not award grants for:

- Applications for retrospective funding. Items already bought/expenditure already incurred WILL NOT be considered
- Applications for staff costs, utility bills, rent arrears, loan or interest repayments or VAT that can be reclaimed, or party political events such as rallies
- Large grants (over £1000) with no match funding
- Projects/events/services that are not for the benefit of the residents of Kents Hill, Monkston or Monkston Park will not be considered

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- Large organisations/companies that, in the Council's view, have adequate means of funding the project themselves
- Activities it considers to be the responsibility of a statutory authority
- Incomplete or inaccurate application forms

Deciding factors:

- Council will show favour to applications of less than £250
- Council will show favour to applications that are match funded
- Council will take into account the size and frequency of previous grant awards
- Council will consider if the size of the grant requested is commensurate with the potential benefit

Outcome:

- Applicants that are unsuccessful will be notified in writing by the Clerk within one week of Council's decision. Council's decision is final and there is no appeal process.
- Successful applicants will be notified by the Clerk within one week of Council's decision
- Payment of the grant will be made by bank transfer within 4 weeks of Council's decision
- The applicant will acknowledge the contribution made by the Parish Council when arranging promotional activities or literature including press releases. Official Council logo for promotional use to be provided by Council Clerk.

Evaluation

- An evaluation report should be completed and returned to the Parish Council within 6 weeks (42 days) of the completion of the project. The report should explain if the report was successful, what success is being measured on, and details of expenditure
- Grant awards must only be spent for the purpose that they were requested
- Any unused fund should be returned to the Parish Council on completion of the project
- Funds that haven't been used within 12 months of the date of award payment must be returned to the Parish Council
- Failure to provide an adequate evaluation report to Council will preclude applicants from applying again for another 12 months
- If the project does not go ahead for any reason, the grant must be returned to the Council

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Change Control

Version	Nature of Update or Approval	Approved
1	In use and approved by May 2020	May 2020

Review Frequency: Every 3 years Review by: May 2026

Review Triggers: None