



Stanway

Parish Council

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COMMUNITY GRANT POLICY AND PROCEDURE – JULY 2021

POLICY

Stanway Parish Council has established a Community Grant Fund (the balance of which may roll forward from year to year) and, at its discretion, may award grants to community organisations within the Parish boundaries which are able to show that their activities provide benefit to the local community through:

- providing or enhancing a service
- improving the quality of life in the village
- enhancing the environment
- positive promotion of Stanway itself

RESTRICTIONS

- Applicants must be non-profit making or charitable in their primary function.
- No grants will be given to individuals.
- As a rule, grants will not exceed 50% of the project cost or activity, except where the organisation or project is very small and dependent on the Council's funding, and the activity is central to one or more of the Council's core objectives.
- As a rule, no grant will be made retrospectively.
- As a rule, only one grant will be made to any organisation or group in any financial year.

PROCEDURES

- The sum to be allocated to the Council's Grants Budget will be set annually as part of the Council's budget setting process.
- Applications may be made at any time, but requests for grants for the following financial year stand a better chance if made by 30th September of the current financial year. This is so that requests may be considered in timely fashion as part of the Council's budget-making process.
- This scheme will be publicised, from time to time, including on the Parish website and on the Parish noticeboards.
- A copy of the organisation's latest annual set of accounts will be required to support any application for £500 and over.
- If a grant is made, a copy of the following year's set of accounts will be required for audit purposes.
- Whilst the decision to award a grant from the general grant fund may be made at any point in the year, such decisions will generally be taken each October and March when all current eligible applications will be considered together by the Community Services Committee.
- All applicants will be advised in writing of the success or failure of their applications.
- The application form should include a description of the aims and purpose of the organisation /project, the beneficial extent to residents (approximate number) and why this funding is needed. Absence of this information may jeopardise the success of the application.
- In reaching its decision, the Community Services Committee will take account of the annual turnover of the organisation, its existing reserves (and the purposes for which they are held) and its ability and efforts to raise funds by other means.
- The democratically arrived-at decision of the Community Services Committee will be final.