

St Buryan, Lamorna, Paul Parish Council

GRANT MAKING POLICY

Adopted September 2025

Review September 2026

The Parish Council has the power to award grants to community organisations in the interests of the Parish of St Buryan & Lamorna. The Council recognises the importance of supporting groups, organisations and charities that benefit the local community and that making grants is a valuable method of support. The Council as part of its budget setting process each financial year will agree the total figure available for grant aid. This policy has been designed to ensure that St Buryan & Lamorna Parish Council follows a fair and transparent process when awarding grant monies.

Unless a grant is awarded through a specific duty of the Council, the Parish Council awards grants through Section 137 of the Local Government Act 1972. The law requires that Section 137 grants must be “in the interests of or will directly benefit the area or its inhabitants, or part of it, or some of it” and that “the direct benefit should be commensurate with expenditure”.

The maximum grant money available to be awarded under section 137 of the 1972 act is limited to an index-linked figure relative to the number of persons on the electoral roll. The maximum expenditure is set externally each year.

Organisations can apply for a grant for any project or activity which is for the benefit of residents. Grants must be shown to fit at least one of the following criteria:

- Providing a service to members of the Parish;
- Enhancing the quality of life for those living in the Parish;
- Improving the local environment;
- Promoting the Parish in a positive way.

Grant awarding Criteria

1. Projects / activities must benefit local residents and / or be of demonstrable benefit to St Buryan & Lamorna Parish;
2. Applicant organisations should be non-profit making and should be based in or working in the Parish. Organisations from outside the Parish may only apply if they can demonstrate a significant economic or social benefit to the local community. The Council may award reduced funding levels or, indeed, refuse funding to organisations based outside of the area;
3. Applicant organisations must have a bank account and be able to demonstrate a good management track record;
4. Clear arrangements must be in place to manage projects / activities and measure their success;
5. Applications must set out the cost of the project / activity and list other sources of funding sought or secured;
6. Applicant organisations, projects and activities must comply with equalities legislation;

7. The Parish Council may, if it sees fit, request the following information from organisations applying for grants;
 - Copies of their last year end accounts and/or most recent bank statement (if appropriate),
 - Details of any restrictions placed on who can use/access their services.

St Buryan & Lamorna Parish Council will not fund the following:

1. Statutory organisations or the direct replacement of statutory funding;
2. Private individuals;
3. Commercial organisations;
4. Political groups or activities promoting political beliefs;
5. Religious groups where funding is to be used to promote religious beliefs;
6. Either national organisations or local groups whose fund-raising is sent to their central headquarters for redistribution, unless a significant local benefit to St Buryan & Lamorna Parish can be demonstrated;
7. Projects that may take place before an application can be decided, or equipment or other costs that have already been purchased or incurred prior to the application being decided;
8. Organisations that have a closed or restricted membership;

Assessment Procedure

1. Only applications made on the appropriate grant application form will be considered; this form is available from the Clerk or on the Parish website.
2. An application form must be completed in full and submitted to the Clerk. It will then be included on the monthly agenda for consideration at the next Parish Council meeting. (The full Council meets on the third Monday of each month, with the exception of August when the Council is in recess).
3. The Council may invite the applicant to attend the meeting to introduce the application and answer any questions.
4. The Council will consider each application on its merits/needs. However, to ensure as fair a distribution as possible of available funds, the Parish Council will take into account the amount and frequency of any previous awards, and the geographical spread within the parish. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fundraising activities.
5. Applicants will be notified of the Council's decision within ten working days of the meeting.
6. Grants will be paid by digital transfer to the named organisation (or can be 'ring fenced' by the PC if no bank account is held). Monies will not be released to an individual.

Successful Applications must sign a simple Grant Agreement and:

1. Applicants must not change the use of their grant award, without the written permission of the Parish Council;
2. Grants must be spent within 1 year of award. Any unspent monies left after this time must be returned;

3. Applicants must send the Parish Council a written report on the use of their grant and agree to the Parish Council publishing details of any grants awarded. This information should be submitted within 1 month of the event/project end or by the end of February each year whichever is sooner, so that it can be reported at the Annual Council Meeting;
4. Applicants must refer to the support of the Parish Council in any publicity they release about their project and agree to the Parish Council publicising details of any grants awarded;
5. If applicants provide any false information in their application, this may lead to the withdrawal of the grant offered;
6. The organisation must guarantee that, should any grant offered not be used in accordance with the terms and conditions set by the Parish Council, they will repay the outstanding amount to the Parish Council on demand;
7. Should for any reason the organisation disband, or the project is not completed, the Council may ask for all or part of the monies to be paid back;
8. Only one application per organisation will normally be considered each financial year but groups may submit an application for grant aid each year. Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. This will be at the discretion of the Council.
9. Grants will not be made retrospectively.
10. The Parish Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.