



Grant Criteria

V1.1 adopted July 2018

1 Criteria

1. The amount of the award will be at the discretion of the Parish Council.
2. All applications will be considered on their merits, but in general grants will be awarded for capital projects, such as the purchase of equipment, works to buildings, improvements to premises. In addition, the Council may support a community event, festival or other special event. Grants towards running costs, salaries or consumables may be considered in exceptional circumstances.
3. Grants will be awarded to voluntary groups and societies, clubs, not-for-profit organisations, charities operating in the Rooksdown parish area where the benefit will be for this area.
4. Grants **will not be awarded** to individuals.
5. The purpose for which the grant is made must be to the benefit of all or part of Rooksdown Parish. The benefit to the area or inhabitants must be commensurate with the expenditure.
6. Groups from outside the Parish who can demonstrate direct benefit to the area are eligible to apply.
7. The Parish Council will take into account any previous grant made to an organisation or group when considering a new application.
8. No grant will be awarded to or for any commercial venture for private gain.
9. Retrospective applications will not be funded where the expenditure had been made, the project has been carried out or the event has taken place.
10. All grants will be conditional upon submission of accounts and supporting documentation detailing costs of capital expenditure, project or events for which the funding is being sought.
11. All grant recipients are required to provide the Parish Council with a brief report, including photographs where appropriate, of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved. This must be submitted within two months of the purchase of the capital equipment or completion of the project.
12. If the grant is put to purposes other than those for which it was awarded without the prior approval of the Parish Council, the recipient organisation or group will be required to repay the grant to the Parish Council.
13. The organisation or group must supply such information as the Parish Council may reasonably request regarding the impact of the project on the Parish Council's area.
14. Grants will normally be awarded twice a year, at the November and May RPC meetings. Applications must be submitted by the end of the first week in May or November to allow time for the application to be checked and put on the agenda. If there is a need for a decision at other times, please contact the clerk or the chairman of the council.

2 How will the application be assessed?

Any application that satisfies the above criteria will be assessed at a Parish Council meeting, which the applicants are encouraged to attend. Parish Councillors will then review the application and make their own assessment of whether the grant will be awarded. If a motion to approve the grant is then proposed and seconded, a vote will be taken.

Councillors are free to come to their own conclusions, but it is likely they will take into account the following:

- 1.** How well the grant will meet the needs of the community, providing positive benefit to the inhabitants.
- 2.** How effectively the applicants will use the grant.
- 3.** Whether the costs are appropriate and realistic.
- 4.** What level of contributions has been, or will be, raised locally.
- 5.** Whether the applicants could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source.
- 6.** How the organisation or group is managed, as indicated by the constitution.