

STAPLEHURST PARISH COUNCIL GRANT GIVING GUIDELINES

From time-to-time the Parish Council is able to consider grants to support projects delivered with or by bodies other than the Parish Council. These guidelines are designed to give a broad overview of what projects might attract such funding and how applications can be made.

WHAT FUNDING MIGHT BE AVAILABLE

- The Parish Council receives funding from Maidstone Borough Council in addition to the money raised through the Council's own Parish precept. Within this budget, there may be scope to fund projects.
- In addition, the Parish Council is able to apply for additional funding or support organisations in applying to other grant-making bodies such as Kent County Council and Maidstone Borough Council.
- The scale of available funding will depend on existing commitments and priorities and the funding guidelines for the grant-making bodies.
- Individual grant-making bodies will have specific requirements but it is unlikely that Parish Council funding would exceed the funding committed by the applicant organisation itself, exclusive of monies made available from other sources.
- These guidelines set out the Parish Council's priorities which, in themselves, reflect the priorities of the other grant-making bodies.

WHAT TYPE OF PROJECTS MIGHT BE FUNDED?

- The primary consideration will be the contribution that any project might make to delivery of the Parish Council's own Parish action plan. Broadly, this seeks to promote the social, economic and environmental development of the community.
- Copies of the Parish action plan are available from the Parish Office.
- Specifically, the following are considered priorities:
 - Increased and improved local community infrastructure e.g. meeting places, community facilities for the benefit of the parish;
 - Facilities and activities targeted at young people;
 - Investment in improving the local environment;
 - Projects to promote the economic and commercial regeneration of the community;
 - Projects which will lead to creation of local employment opportunities;
 - Increased provision of education, skills and training opportunities for the community.

WHAT ORGANISATIONS MIGHT BE ELIGIBLE?

- Any organisation can be considered for support but the following are more likely to meet the criteria for public funding:
 - Properly constituted village community and voluntary organisations;
 - Registered charities;
 - Community Amateur Sports Clubs;
 - Private sector organisations working through or in partnership with public authorities, or local community and voluntary organisations.

- Organisations will need to demonstrate:
 - Formal status and structure;
 - Appropriate project management capability;
 - Financial soundness and controls
 - A clear project business plan

HOW SHOULD APPLICATIONS BE MADE

In order to allow the Parish Council to fully consider applications in time to allocate appropriate budget, seek budget, or consider alternative sources of funding, applications will be considered between mid-April and early /October for commitment in the following financial year (April 1 – March 31).

Initial application in the form of a maximum 2-page A4 note (1-1,200 words approx.) should be made to the Parish Council in the first instance outlining:

- The project;
- Costs and funding requirements;
- Timescales for project delivery and funding release;
- How the project meets the Parish Council's priorities for funding;
- How the applicant organisation meets the guidelines on eligibility.

This submission will be considered by the Parish Council's finance sub-committee who will make initial recommendations on the potential funding. This may involve referral to other sub-committees of the Parish Council as appropriate and for ratification by Full Council.

The applicant may be asked for further information so that an initial indication of likely support can be made.

The Parish Council undertakes to make one of the following decisions by the end of the financial year in which the application is submitted:

- Agree funding for the subsequent financial year;
- Agree funding over a number of subsequent financial years;
- Defer consideration of the application to a defined future period;
- Refer the applicant to alternative funding sources;
- Work with the applicant in applying to alternative funding sources;
- Decline the application.

Ratified and adopted by Staplehurst Parish Council on 20th November 2006.

Reviewed 31st March 2008

23rd March 2009