

## **SELSTON PARISH COUNCIL - S.137 GRANTS ELIGIBILITY CRITERIA**

The Parish Council has a small grants scheme which offers grants to community groups. The total amount of money available is set annually by the Council in its budget.

### **Eligibility**

- Applications will be considered from recognised “not for profit” community groups.
- Due to the legal aspect of these grants, applications cannot be considered from individuals.
- The Council may support applications for revenue expenditure. Revenue expenditure covers day to day running expenses such as rates, gas or electricity costs; grounds maintenance; or rent/hire costs. Community Groups may apply for such support in cases of hardship, in order to keep specific groups or events running in our community.
- The Council will consider applications for small scale capital expenditure such as purchase of special equipment.
- The Council will consider applications, which contribute to larger scale capital expenditure if accompanied by evidence of support from other sources.
- Only one grant will be awarded to an organisation in any one year, unless there are exceptional circumstances.
- Year on year the Council will seek to ensure that eligible ‘first time’ applicants are included in the scheme.

### **Procedure**

- Quarterly in Community News the Parish Council will publicise the Council’s intention to make available an amount of money for the benefit of community organisations. Applications for grants should be made to the Council using the application form available from the Clerk and online.
- All applications must be addressed to the Clerk at the official council address. Applications sent directly to members of the Council will not be considered.
- The Clerk will acknowledge all applications in writing.
- The Council will consider applications at the next full Council meeting, so long as it is received at least 7 days before the date of the meeting.
- The Clerk will notify successful/unsuccessful applicants in writing. Successful organisations will be given details of how and when the payment will be made.

### **Submitting Applications**

- Applications **must** be submitted on the Council’s application form. Any other format will not be accepted.
- The applicant(s) must state clearly the purpose for which the grant is to be used. Successful applicants may use the grant only for the purpose stated on the application form.
- All applications must be accompanied with an up to date set of accounts and/or relevant bank statements and the organisation’s current Constitution or Rules. A copy of the organisations latest bank statement may be requested if not provided.
- The Council may request the applicant(s) to make a presentation outlining the proposed project and its benefits to the community.

### **After Receipt of Grant**

- Organisations awarded grants for specific capital expenditure must produce proof of expenditure within 12 months of receiving the grant. Any grant not spent within 12 months must be returned.
  - Non-capital expenditure – i.e. for an event or forming a new community group, must be returned if the event is not held or the group not formed.
  - Evidence of the benefit to the community from the grant must be submitted to the Council within 12 months of expenditure.
  - An acknowledgement of the contribution from the Parish Council must be included in any publicity material.
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