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## **GRANT POLICY AND APPLICATION FORM FOR GRANTS Under £3,000**

Camborne Town Council is funded by the people living in the parish of Camborne and therefore, has limited resources. The Council is committed to supporting and helping local community groups improve the quality of life for Camborne residents and does this by providing grants. The Council's grants award policy aims to ensure that all grant applications are treated equally, grants awarded provide value for money and that all awards are within the legal powers of the Council.

### **Principles**

Grants will be awarded based on the following principles:

- Assistance will be given on the basis of need, merit and contribution to the community;
- Applicants must clearly show how the grant will benefit people living in the Camborne parish;
- Any grant awarded may be subject to ongoing monitoring and evaluation;
- Equality of opportunity;
- Organisations should not make a presumption that funding will continue on a year-on-year basis.

### **Objectives of the fund-Grants for under £3,000**

#### **Events**

- To promote activities that have regard for the benefit of local residents
- To promote activities which aim to support the creative/heritage sector of the Camborne Parish
- To promote activities which demonstrate benefit to the local economy
- Be able to provide appropriate insurance and risk management documents for the event included in the applications

#### **All applications**

- Must show a significant level of benefit to the parish of Camborne;
- Demonstrate the positive difference the project will make to the lives of Camborne residents;
- Evidence of a well-managed group, including previous experience;
- Funds remaining in the budget for the current financial year for organisations/projects of your kind.
- To support organisations which meet the needs of people experiencing social and economic difficulties.
- To ensure that there is equality of access and opportunity for all Camborne residents to the services it provides and fund.
- To improve or enhance the local environment.
- To achieve value for money.

## **Eligibility for all applications**

To be eligible for a grant the applicant organisation must:

- Be a charity or non-profit making body and must be one that in some way benefits the local community.
- Be able to provide full audited accounting statements, including a balance sheet (provided they have been trading long enough to have accounts)
- Have at least three members on the management committee/board.
- Have a bank or building society account in the name of the organisation.
- Be a community, voluntary or charitable organisation that works with local communities or with specific groups of people including older people, young people, people with disabilities.
- Have an appropriate safeguarding policy – if you are working with children and young people or vulnerable adults.
- Be available to attend and present, or answer questions on their grant application during the allotted Committee meeting.
- Complete the End of Grant Report within 2 months of the outcome of any venture funded via a grant from the Town Council.
- Be available to present the result of their project at the next available Annual Town Meeting.
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## **Additional Requirements**

- The Town Council will request a receipt from the organisation for any donation received.
- The organisation must, on request, provide a completed End of Grant Report within 2 months of the outcome of any venture funded via grant by the Town Council. Evidence must include the completed End of Grant Report and may also include receipts, photos, reports. Councillors would welcome an invite to see what was achieved with the funding as part of the report. Should the evidence not be received the Town Council will request the return of the funds.

- In the event of a project/scheme/venture not proceeding the donation should be returned to the Town Council for redistribution to another organisation.
- Recognition of the Town Council's support must be given on all printed and electronic material produced by the organisation, in the agreed format (a logo and branding pack will be provided on receipt of award).
- The Town Council will only provide one grant per group or organisation in each financial year. Grants are awarded for one year only and you should not rely on a grant in future years, there is no guarantee of continued funding for applicants.
- Organisations shall not discriminate on the grounds of race, gender, disability, age (except for obvious reasons such as a youth club) sexuality or religious beliefs.
- Organisations must have a bank account into which grants can be paid; payments cannot be made to private individuals.
- If the application is successful, I give permission for the Council to publicise the project/activity in the local media, social media and on its website.

**Camborne Town Council will not fund the following:**

- Organisations that do not provide a service to communities or individuals in the Camborne parish;
- General appeals;
- Statutory organisations or the direct replacement of statutory funding;
- Political groups or activities promoting political beliefs;
- Religious groups where funding is to be used to promote religious beliefs;
- Projects that have commenced before they have been considered and outcome advised;
- Organisations that have a closed or restricted membership.
- Repayment of loans or cost of services, equipment or provisions in anticipation of a grant.
- Profit making organisations or societies
- Applications for core costs e.g. staff salaries etc, will not normally be accepted

**Each application will be assessed against both the principles and criteria detailed in this policy. Possible reasons for an application being returned are given below:**

- Application does not meet the Council's eligibility criteria
- Further information or documentation, requested by the Council has not been received or is not considered suitable for inclusion
- Granting of the application would set an unfair or unsustainable precedent for future applications of a similar nature
- The project is considered too high risk for public funds to be contributed to it
- The business case is considered flawed or unsustainable (if appropriate)
- The Council does not hold adequate funding for grants and there are no suitable reserves that could be utilised
- Inability to provide the required information for the application

All applications will be considered on their merits. Awards will be at the discretion of the Council and all decisions are final.

### **Payment of Grant Funding**

Once a decision has been made, you will be notified by letter within 21 working days. Payment of the grant award will only be made, via BACs, upon receipt of the receiving organisation's bank details (payment will not be made into an individual's personal/business bank account)

### **Decision making for Grant Funding**

Once an application has been received it will initially be checked by the Responsible Financial Officer to ensure it meets the criteria above; if it does it will be sent to the next meeting of the relevant Committee for consideration. Council Committees meet every other month (except in August) and applications will need to be received ten days in advance of a meeting in order to be considered for inclusion on the agenda.

Grant application forms and a schedule of the Committee meeting dates are available on the Camborne Town Council website ([www.camborne-tc.gov.uk](http://www.camborne-tc.gov.uk)) or from the Council offices, The Passmore Edwards Building, The Cross, Cross Street, Camborne TR14 8HA.

### Grant application form

<b>Grant application form</b>				
Name of organisation				
Organisation type (tick one only)	Community Group <input type="checkbox"/>	Registered Charity <input type="checkbox"/>	Voluntary Organisation <input type="checkbox"/>	Statutory Agency <input type="checkbox"/>
Company/Charity Number if applicable				
Name of main contact				
Address for correspondence				
Daytime telephone number				
Email address				
Please describe the purpose of your organisation and how it benefits communities in the Camborne Parish.				
Grant requested from Camborne Town Council				
Please describe how the grant will be used				
Estimated start and end date for the project/activity				
How do you know there is a local need for your project/activity? Please give recent evidence.				
How does your project/event fit into the objectives of the grant scheme?				
Who and how many people in the Camborne Parish will benefit from your project/activity?				
Please demonstrate how you will match fund/part fund your project/event				

Have you applied for a grant from Camborne Town Council before? If so, when did you apply and how much were you awarded?

Please give a detailed breakdown of the costs of your project/activity

**Please attach your last audited financial statements to this application**

I submit the following (where appropriate):

Safeguarding Policy

Public Liability Insurance

Risk Assessments

Name of payee (this must be a group or association and cannot be an individual)

**Declaration**

I declare that to the best of my knowledge the information I have provided on this application form is correct and the grant will be used for the purpose stated and I agree to the terms of the grant policy.

Signature of applicant

Date

Name (please  
print) Position  
held

Please check that your form has been fully completed and signed; and appropriate supporting information has been provided . Incomplete or unsigned applications will not be considered.

\*Please attach a continuation sheet if there is not enough space on this form.

**OFFICE USE ONLY**

Form signed and completed	<input type="checkbox"/>	Meets criteria	<input type="checkbox"/>
Accounts included	<input type="checkbox"/>	Saved for next meeting available	<input type="checkbox"/>

Camborne Town Council has a Privacy Policy in line with current General Data Protection Regulations (GDPR). Please use the link below to view our Privacy Notice:

<http://www.camborne-tc.gov.uk/general-data-protection-regulations-gdpr>