



## **MEOPHAM PARISH COUNCIL** **SMALL GRANT POLICY AND PROCEDURE**

*PLEASE READ CAREFULLY BEFORE COMPLETING THE  
APPLICATION FORM*

Grants awarded by Meopham Parish Council are public money. Local tax payers pay for them and we are accountable to them for all expenditure. Therefore we apply very stringent criteria to each application.

Meopham Parish Council recognises the crucial role that volunteers and community groups play in Meopham and how key they are to a successful community.

### **WHO CAN APPLY**

1. Grants will only be considered for groups and organisations within the area administered by Meopham Parish Council (i.e. within the parish boundaries) which can demonstrate a need for financial support to benefit the local community and/or are providing a service in the parish. At the council's discretion, it may consider groups and organisations out of the parish providing it is of direct benefit to a significant number of parishioners in the parish.
2. The organisation must be either non-profit making or charitable. The Parish Council will NOT award grants to:-
  - Private individuals
  - Commercial organisations
  - Purposes for which there is a statutory duty upon other local or central government departments to fund or provide
  - "Upward funders". ie.local groups where fund-raising is sent to a central HQ for redistribution
  - Political parties
  - Religious organisations: unless for a purpose which does not discriminate on grounds of belief

This list is not exclusive, and may be added to at the council's discretion.

### **Conditions**

3. Only one application for a grant will be considered from each organisation in any one financial year and must be made in advance of the project commencing.
4. Grants will not be made retrospectively.
5. Invoices/receipts are required as evidence that expenditure has been incurred and any under spend of grant must be returned to the Council.
6. All grants must be spent within 12 months of the date of the award, unless an extension to this deadline is approved by the Council.

7. Meopham Parish Council reserves the right to recall any grant given to an organisation which ceases to operate within 1 year following the award of a grant.
8. The council will normally award grants annually. Should this leave any part of the budget unallocated, late applications for the remainder may be considered provided they are of an emergency or exceptional nature and are received before the end of the calendar year. In such a case, it will be the responsibility of the proposer to demonstrate the exceptional or emergency nature of the application.
9. Organisations are not restricted to the number of funding applications submitted to the council for a grant over a period of time. However, the history of previous applications will be considered in the decision making process.
10. The giving of funding one year does not set a precedent for another year.
11. Applications for grants are required to provide the council with a written report to demonstrate how the funds were spent. This report should be sent to the Council within 12 months of the award date.
12. Nothing contained herein shall prevent the Council from exercising at any time its existing duty or power in respect of providing financial assistance or funding to local or national organisations under the provisions of Section 137 or where there is an alternative power that is more appropriate.

### **Application Process**

13. All applicants are required to complete an application form
14. Application forms will be made available by post, on the parish website ([www.meopham.org](http://www.meopham.org)) and from the Parish Office.
15. Organisations will be required to provide a copy of their written constitution, if they have one, and demonstrate a clear need for funding.
16. An up-to-date copy of the organisation's latest audited accounts and balance sheet must be submitted with the completed application form or a copy of its bank statement if these are not held.
17. All applications must demonstrate clearly how the funding will be of benefit to the local community within the Parish.
18. Applications must be sent to the Parish Clerk at the Parish Office by a date set annually in each financial year.
19. Applications will be considered at the next meeting of the Environment and Amenities Committee following the application deadline date.
20. All applicants will be contacted following the Council's decision. Any refusal of a grant application, for whatever reason, should not be taken as a comment by the Council on the worthiness of the cause or the work of the organisation.
21. The council will normally award grants annually. Should this leave any part of the budget unallocated, late applications for the remainder may be considered provided they are of an emergency or exceptional nature and are received before the end of the calendar year. In such a case it will be the responsibility of the proposer to demonstrate the exceptional or emergency nature of the application.



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What is the anticipated start date of the project? .....

What is the timescale for completion, or phases, of the project? .....

Why do you think Meopham Parish Council should support this application? Please note that you are required to demonstrate a benefit to some or all of the Meopham Parish residents.

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**I certify that the above information is correct to the best of my knowledge.**

Signed .....

Dated .....

Please send your completed application form to: The Clerk, Meopham Parish Council, The Windmill, Meopham Green, Meopham, Kent, DA13 0QA