

STANWIX RURAL PARISH COUNCIL

GUIDANCE NOTES 2024/25

APPLICATIONS BY COMMUNITY & VOLUNTARY ORGANISATIONS FOR PARISH COUNCIL GRANTS

1. The Council will only aid organisations involved in activities that are intended to benefit residents of the parish in the long(er) term, and/or improve community cohesion.
2. Grants are a contribution towards capital schemes; one-off projects; and events held for the benefit of the community overall. The Council expects that applicants will make a 20 percent contribution to the overall proposed expenditure. In-kind contributions may be considered, e.g. volunteer time, calculated at the current national minimum wage.
3. Grants may be capped at the Council's discretion.
4. Revenue costs, i.e. recurring or maintenance costs are not eligible for funding.
5. Each application will be assessed on individual merit and will be considered alongside other applications.
6. All sections of the form **must** be completed and contain a copy of the organisation's latest accounts and recent bank statement. When this information is not provided alongside the application form, the Council reserve the right to reject the application, or defer a decision to a later meeting.
7. Written quotations for all elements of a project **must** be provided alongside the application form. If quotations are not provided alongside the application form, the Council reserves the right to reject an application, or defer a decision to a later meeting.
8. Grant applications cannot be made retrospectively.
9. Grants cannot be carried forward to the following financial year without prior written permission of the Council.
10. Groups that have outstanding grant claims or part-grant claims may not be eligible to apply for another grant until the previous year's applications are completed (unless in exceptional circumstances where prior Council approval has been given).

11. A successful applicant is required to submit copies of receipted invoices for expenditure for which the grant was awarded. Payment shall only be made on submission of invoices and subsequent Council approval, unless in exceptional circumstances.
12. In accordance with point 11, claims for expenditure should be made promptly once expenditure is completed. Where a grant is awarded for an event on a specified date, claims should be made within six weeks of this.
13. The Council reserves the right to proportionately reduce any grant payment where final project costs have not totalled the previously provided written estimates.
14. Part-claims for larger projects will only be accepted where it can be clearly shown that expenditure remains in line the written estimates or the payment will be reduced proportionately until supporting evidence can be provided (refer to item 12).
15. Applications received after the closing deadline will not be considered.
16. The Council's decision is final in all matters relating to any grant application or award thereof.