

MELBOURN PARISH COUNCIL
Melbourn Parish Council Community Grant Policy

Where does the money come from?

Money for community grants (the Community Grant Fund) comes from s137 money, which is part of the village precept, and also from any payments made to the Parish Council which have to be used for Community benefit.

When can applications be made?

Applications for grants will be considered by Full Council in April and November each year and the call for applications will be published in March and October each year.

Who can apply for a grant?

Any organisation, charity or group within Melbourn or which delivers benefits for Melbourn is eligible to apply for a grant. Its activities and projects must benefit the community and meet identified needs. Groups are required in most circumstances to have their own bank account and to submit their latest audited accounts or their last 3 months bank statements. The following **are not** eligible for a community grant: businesses, individuals and groups associated with a church or religious body except where there is demonstrable community benefit

How are applications made?

Applications are made using the application form which is available on the Parish Council website and in paper copy from the Parish Council office.

How much can be applied for?

The maximum award can be 100% of the amount required. No organisation or group may apply for more than one award each financial year. Each application will be judged on its merit and its benefit to the community.

How will awards be decided?

The full Parish Council will score all applications on a number of criteria in order to assess their eligibility and prioritise the money available. Melbourn Parish Councils aim is to ensure grants must be used for a project/events which will benefit or service the needs of the citizens of Melbourn. The key criteria will be:

- Number of people benefitting.
- Evidence of benefit to the community.

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- Evidence that priority groups benefit i.e. children, the elderly, disabled people, teenagers who are NEET.
- Evidence of 'legacy value'.
- Projects that reduce energy use and greenhouse gases or which benefit the environment.
- Evidence that the grant is 'funding of last resort'.
- Value for money.
- Evidence of deliverability.

Eligibility will not guarantee success for any application. The Council reserves the right to prioritise based on the amount of funding available, numbers and types of applications and its own priorities. Money must be spent within 1 year of the award being made and any unspent money must be returned to the Council.

What cannot be funded?

- Projects with only one beneficiary.
- Projects which are not inclusive or which discriminate against any group.

How will a grant be paid?

Grants will be paid once a signed acceptance of the terms and conditions is received by the Council.

What are the conditions of the grants?

- The grant must be used for the agreed purpose and spent within 12 months of the award being made (unless otherwise agreed in writing with the Council).
- Any publicity must acknowledge the grant provider.
- At the end of the project an evaluation report must be presented to Full Council. This can be a written or verbal report.

Cllr Julie Norman



Chair

Date: 24th October 2016

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

Responsible Officer	Parish Clerk	Date effective from 24 October 2016	Review date :May 2016
Author	Parish clerk	Date last amended 24 October 2016	Review Date: May 2017

MELBOURN PARISH COUNCIL

**Application for Grant for Voluntary Organisations
Local Government Act 1972, Section 137**

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances.

If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation	
2.	Name, Address, and Status of Contact	
3.	Telephone Number of Contact	
4.	Is the organisation a Registered Charity?	Yes/No
5.	Amount of grant requested	£
6.	For what purpose of project is the grant requested.	

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7.	What will be the total cost of the above project?	£
8.	If the total cost of the project is more than the grant, how will the residue be financed?	
9.	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	
10.	Who will benefit from the project?	
11.	Approximately how many of those who will benefit are parishioners?	

You may use a separate sheet of paper to submit any other information which you feel will support this application, please keep this information to 1 page.

Signed.....Date.....