

## 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 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 June and December each year and the call for applications will be published in April and October each year.

### Who can apply for a grant?

Any organisation, charity or group within Melbourn, or which delivers benefits specifically for Melbourn, is eligible to apply for a grant. Its activities and projects must benefit the community and meet identified needs. Organisations which provide a general service from which Melbourn *may* benefit are not eligible to apply unless they can demonstrate that there **will** be a definite benefit within a reasonable time frame<sup>1</sup>.

The following **are not** eligible for a community grant:

- Businesses

IndividualsThe Community Grant fund cannot be used to provide or supplement goods or services which are funded through other routes (eg Local Authority funding). Neither can it be used to improve facilities or buildings which belong to others who will benefit from the improvements.

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. Failure to provide this information will likely result in the application being rejected.

### 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.

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<sup>1</sup> The time frame will be limited to 12 months. In addition the potential to benefit if a certain set of circumstances come into play is not sufficient justification.

## 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?

Applicants who have received a grant previously from Melbourn Parish Council must:

- have spent the previous grant within 12 months of receipt; and
- provide a report on how the grant was spent.

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 Council's aim is to ensure grants must be used for a project/event which will benefit or service the needs of the citizens of Melbourn. The key criteria will be:

- Number of people benefitting.
- Proven evidence of benefit to the community (% numbers of beneficiaries from the Parish may be required).
- Evidence that priority groups benefit i.e. children, the elderly, disabled people, teenagers who are not in employment, education or training (NEET).
- Evidence of 'legacy value'.
- Projects that reduce energy use and greenhouse gases or which benefit the environment.
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- Evidence of deliverability.
- Whether the costs are appropriate and realistic - value for money.
- What level of contributions has been, or will be, raised locally.
- Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source - evidence that the grant is 'funding of last resort'

Where the application relies on another party/parties to deliver the benefit, all those parties must sign the application form to say they have been fully consulted and agree to play the part assigned to them in the application.

'Evidence of deliverability' means that the applicant must show that there is a need for what is proposed and that it can be delivered by the means set out in the application. If it is a new project or substantial change to an existing one, the applicant must show that there is a realistic demand in Melbourn for what is being proposed.

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.
- Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
- The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.

## How will a grant be paid?

The grant will be paid when the full Parish Council has:

- received the money from the solar farm company (this is usually in April but *may* be later); and
- has been agreed by the full Parish Council, subject to confirmation that it has the power to award money for the specified items/projects.

## 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 should be a brief written

report. **Document Approval:**



**(Chair to Melbourn Parish Council)**

**Date of Parish Council Meeting: 30 July 2025**

*Review Policy:*

*Every 2 years or after grant application round if amendments identified*

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Doc. No.: 4.03  
Version: 7  
Date approved: 30 July 2025  
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## MELBOURN PARISH COUNCIL

### Application for Grant

**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.**

Name of Organisation	
Name, Address, and Status of Contact	
Telephone Number of Contact	
Email contact	
Is the organisation a Registered Charity?	Yes / No
Amount of grant requested	£
For what purpose of project is the grant requested.	
What will be the total cost of the above project?	£
If the total cost of the project is more than the grant, how will the residue be financed?	
Have you applied for grant for the same project to another organisation?	

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If so, which organisation and how much?	
Are 3 <sup>rd</sup> parties necessary to deliver your project? If yes, please list them.	
Who will benefit from the project?	
Approximately how many of those who will benefit are parishioners? Please provide % numbers for beneficiaries within the Parish if known.	

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.

Have you previously received a grant from MPC? Yes / No

If yes, please give date.

If yes and within the previous 12 months, please confirm that the grant has been spent and provide a brief report.

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

### 3<sup>rd</sup> parties

I/we have been fully consulted about the role attributed to us in this proposal and agree to carry it out.

Name:

Organisation:

Name:

Organisation