Small Grants Policy and Guidance for Applicants

Claygate Parish Council ("the Council") recognises and supports the valuable contribution made by the voluntary sector to the wellbeing of the community. The aim of the Council 's Small Grants Policy is to promote and encourage an active and thriving community in Claygate.

Who can apply for a Small Grant?

The Council will consider applications from not-for-profit community groups or charitable organisations.

Organisations applying for a grant must be able to demonstrate that the funding will benefit the Parish and / or the residents of Claygate. Applications from membership organisations must be able to demonstrate a wider community benefit.

Who is not eligible?

- Individuals
- Organisations which aim to distribute a profit
- Political Parties or organisations which support a Political Party
- National / regional organisations except where it can be demonstrated that the funding will substantially benefit residents of Claygate
- Organisations / groups without a management committee and a bank account requiring two signatories for payments

What is not eligible?

- Retrospective applications for expenditure that has already occured
- Ongoing revenue costs for a project
- Annual maintenance or repair
- Projects promoting a political party
- Projects promoting religious beliefs
- Projects that conflict with Parish Council policies
- Projects for activities that are the responsibility of a Statutory Authority
- VAT that an organisation can recover

Small Grant Application Guidance

1. The maximum award for a small grant is **£2,000** but most grants awarded will typically be between **£500** and **£1,000**.
2. Applications for funding must be made using the Small Grants Application Form available on the Council's website or from the Parish Clerk.
3. For applications over £500, three estimates are required unless the goods or services that are only available from one supplier or are sold at a fixed price. The estimates might include evidence of online prices, or recent prices from regular suppliers. For applications under £500 at least one estimate is required. Applicants should seek to achieve value for money.
4. A copy of the organisation's latest Accounts must be provided. For newly established organisations, a financial plan will be required.
5. The Council will take into consideration the income and reserves of the organisation applying.
6. The organisation's Constitution and Financial Regulations and other policies where appropriate (eg safeguarding) should be made available on request.
7. If the grant is to be 'seed funding' for a project, the organisation should be able to show other sources of funding that will contribute once the initial amount is raised.
8. The grant should be match funded – this can include resources such as volunteer labour and payments in kind.
9. If you have applied for a grant or for CIL funding within the past year, whatever the project and whether or not your application was successful, the Council will take this into account.
10. The grant must be spent within 12 months of receipt.

Submitting your application

Completed application forms should be submitted with the supporting documents to the Parish Clerk (clerk@claygateparishcouncil.gov.uk). The Clerk will confirm receipt of your application and may request further information if needed.

Applications will be considered at the next appropriate Full Council or Finance & General Purposes Committee Meeting. Applications should be sent to the Clerk at least **two weeks prior to the meeting**. You will be invited to speak at the meeting in support of your application and to answer any questions from Councillors.

Payment of Funding

Successful applicants will be required to sign a Grant Acceptance Form with the following terms and conditions:

- The grant must be used only for the project or activity described
- Any significant changes to the project, budget, or timeline must be notified to the Council in writing
- All receipts and invoices for the expenditure of the grant must be submitted to the Parish Clerk when the project is completed.
- A written report on how the grant was used, what the project delivered and the community benefits achieved may be required when the project is completed
- The recipient should acknowledge Claygate Parish Council as a funder in publicity or project materials.
- Any unspent grant money must be returned if the project does not take place, costs are lower than expected or funds were used for purposes other than those agreed

The Council reserves the right to reject any application for any reason and to make exceptions to the policy at its discretion.

If you have any queries relating to your application, please contact the Parish Clerk (clerk@claygateparishcouncil.gov.uk).