

This policy aims to simplify and quality assure Great Coates Village Council's procedures for 'donation' and 'grant' making. We make no differentiation between 'Grants' and 'Donations' but acknowledge that the latter is the usual form of award. For reasons of accountability it is necessary to formalise the application process to ensure access, openness and fairness to the many groups and organisations which we are asked to support. The policy is informed by a number of key principles aimed at making our process more robust and user friendly.

## **AIM**

To ensure that all our award making activity is:-

- Open
- Transparent
- Fair
- Competitive
- Supports local organisations

Our yearly budgeting process is completed in November/December and offers for the following financial year cannot be made until Council approves the budget estimates, usually in January. Our awards are open to established voluntary or community groups, as well as new or informal groups of parishioners who are or intend by the date of the application to become formally constituted.

## **WHO IS ELIGIBLE TO APPLY ?**

To be eligible for an award an organisation must:

Be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes.

Have a constitution, which define its aims, objectives and operational procedures.

Be able to provide a copy of its latest accounts and/or most recent bank statement. Accounts are to be checked and signed by a person independent of the group.

Have a bank account operated by a minimum of at least two signatories.

## **WHAT CAN BE FUNDED ?**

The project must be something that makes the local community a better place in which to live, work or visit.

It should benefit people who live in the Parish

There must be clear evidence that local people support the project and are involved in carrying it out.

Each group may only make one application per financial year.

Great Coates Village Council support must be acknowledged as appropriate on all publicity and promotional material including posters, advertisements, press releases and leaflets. Financial support can only be used for the purpose for which the grant is given.

Preference will be given to local groups.

## **THE FOLLOWING ARE NOT ELIGIBLE:**

- Support for individuals or private business projects.
- Projects that are the prime statutory responsibility or other Government bodies
- Project that simply replace existing facilities with no significant improvement
- Projects that improve or benefit privately owned land or property.
- Projects that have already been completed or will have been by the time the grant is issued.

## **HOW WILL DECISIONS BE MADE ?**

Unfortunately, we may not be able to fund all projects, as there may be more applications than there is money available. However, all applications will be considered carefully. They will be assessed based on the following criteria:

- General eligibility
- Community support
- Value for money
- Environmental impact
- Community involvement
- Impact on key local need
- Feasibility
- Likely effectiveness

Great Coates Village Council reserves the right to vary the application of the Policy in circumstances where significant economic benefit to the district is demonstrated.

## **TO APPLY FOR A GRANT OR DONATION**

All applications must be made in writing, with the supporting documents mentioned above, (constitution, bank statements etc), and received by the Clerk to the Council for presentation at the next full meeting of the Council.