



ILLOGAN PARISH COUNCIL GRANT POLICY

Introduction

Grants are made by Illogan Parish Council to local community groups towards a specific project or activity, which is not directly controlled or administered by the Council. This policy outlines the governance arrangements, procedures and monitoring process that facilitates the grant process.

The aim of the Council's grants is to support local, small-scale projects, events and activities that will improve the quality of life for the residents of Illogan.

Illogan Parish Council recognises the vital role that local organisations play in the community and is committed to supporting initiatives that benefit residents. To this end, the Parish Council offers small grants of up to £500 to eligible organisations that contribute to community well-being.

Eligibility Criteria

To apply for a grant, organisations must:

- Be a non-profit or voluntary organisation, registered charity, community group, or similar body.
- Provide direct benefit to the residents of the parish.
- Demonstrate financial need and clear objectives for the grant.
- Be based in the parish or provide services that benefit parish residents.
- Not be a private individual, business, Community Interest Company (CIC) or political organisation.

The Council will not consider grant applications from organisations covering multiple areas for example a head office applying for multiple branches where there is not a direct benefit to the residents of the parish of Illogan.

Purpose of the Grant

Grants are classified as one-off and should not be seen as repeat funding. Annual applications from the same organisation for the same purpose may not be considered.

Grants may be awarded for:



- Community projects, events, and initiatives.
- Equipment or materials necessary for community activities.
- Start-up costs for new community groups.
- Other projects that contribute to community development and well-being.

Grants will not be awarded for:

- More than one application per financial year
- Political or religious activities (except for community-focused initiatives by religious groups).
- Retrospective funding for projects already completed.
- Repayment of debts or loans.
- Routine operational and administrative costs (e.g., rent, wages, utilities) unless justified as a special case.
- Projects, activities, or events organised for the sole benefit of students of a school or college
- Repair costs where deterioration is due to neglect
- Loan against loss or debt
- Land or vehicle purchase
- Organisations which are not based in the parish, unless they can clearly demonstrate community benefits to the parish.

Application and Decision Process

1. Applications must be submitted using the Parish Council's official Grant Application Form.
2. The application form must be completed in full. Incomplete application forms will be rejected.
3. Supporting documents, such as financial statements, project details, and evidence of community benefit, must be provided.

Decision-Making Process

- Grant applications will be considered during the January, April, July and October Full Council meeting. Full Council meetings are held on the third Wednesday of the month.



Completed forms need to be with the Clerk during the first week on the relevant month in order for them to be included on the agenda

- The decision will be based on eligibility, merit, and available funds.
- Applicants may be invited to present their proposals at a Full Council meeting.
- Councillors will discuss the application and agree by a majority vote whether to award a grant.
- The Council's decision is final.
- All applicants will be notified of the council's decision in writing.
- Any complaints regarding the grant application process will be dealt with under the Council's Complaints Procedure.

Conditions of Funding

- Grants must only be spent for the purpose stated in the application.
- Unspent funds must be returned to the Parish Council no later than 3 months after the completion of the project.
- The Parish Council reserves the right to withdraw or reclaim funding if conditions are not met.
- The Council will not provide more funding than has been requested on the application form.
- The grant and the provision of evidence regarding its use will be time limited to May of the year following the grant award e.g., if a grant is awarded in April 2022, the grant must be used, and the evidence provided by May 2023.
- Organisations to acknowledge the support of Illogan Parish Council in press releases, advertising, publicity etc.
- The organisation will allow Illogan Parish Council to use details of the grant award, together with any relevant photographs supplied, in newsletters, on social media and on the Council's website.
- Organisations must notify the Council of any changes in circumstances which affect their financial position throughout the period in which the grant monies are being used.
- All conditions under which the grant has been awarded, including special conditions, must be met. Failure to do so could result in the organisation being asked to repay the grant monies to the Council.



- Grants will not be issued to organisations until they provide evidence that there is full funding in place to cover the full cost of the project.

Monitoring and Record Keeping

- The Parish Council will review this policy annually and make amendments as necessary.
- A report on grant allocations will be made available to the public on the website, in the Annual Report and other Council media and publications.

Review Date	Reviewed By	Amendments	Minute Number

Clerk: Mrs Sarah Rimell
Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG
Telephone: 01209 711433
Email: enquiries@illoganparishcouncil.gov.uk



GRANT APPLICATION FORM

Please read the Illogan Parish Council's Grant Policy, complete the application form and returned to:

Illogan Parish Council
Illogan Parish Council Community Office
Trevelyan Road
Illogan
TR16 4RG

Or email:

enquiries@illoganparishcouncil.gov.uk

For further information please contact:

Illogan Parish Council
Telephone: 01209 711433
E-mail: enquiries@illoganparishcouncil.gov.uk

CONTACT DETAILS

Name of Organisation:	
Contact Name:	
Position in Organisation:	
Address:	
Telephone:	
Email:	
Website (if applicable):	

ORGANISATION PROFILE

Type of Organisation (e.g., charity, community group, non-profit):	
Registration number, (if applicable)	
Purpose and main activities of the organisation:	
How long has the organisation been operating?	

GRANT REQUEST

Amount of Grant Requested:	£
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Purpose of the Grant:

How will the grant benefit the local community?

Who will benefit from the grant? (e.g., residents, specific groups, local businesses):

Estimated number of beneficiaries:	
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Project start date:	
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Project end date:	
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FINANCIAL INFORMATION

Total cost of the project:	
Have you received or applied for funding from other sources for this project? If yes, provide details:	
Please attach the latest financial accounts or a statement of income and expenditure.	

BANK DETAILS

Please provide your bank details to allow for the efficient payment of the grant if successful. Bank details can be obtained after confirmation of the application decision, if preferred.

Account Name:
Account Number:
Sort Code:

SUPPORTING INFORMATION

Please provide any additional supporting information relevant to this application:
Please attach any relevant documents (e.g., quotes, letters of support, project plans):

DECLARATION

I confirm that the information provided in this application is accurate and complete. I understand that any grant awarded must be used solely for the purpose outlined in this application and that I may be required to provide evidence of how the funds were spent.

1st Signature:

Print Name: (Block Capitals):
Position:
Date:

2nd Signature:

Print Name: (Block Capitals):
Position:
Date:

DATA PROTECTION

Part or all of the information you supply to us will be held either on the computer or in hardcopy. This information is used for the administration of grant applications. Copies of this information will be given to councillors to enable them to consider and assess the application. You have the right to view information we hold on you and to have any errors or inaccuracies corrected.