



### **Mawnan Parish Council – Community Grant Scheme 2019/20**

As in the past Mawnan Parish Council has a small amount of funds which it can release to aid community based projects. We are looking for applications towards the 2019/20 pot.

If your group, club or activity need a little extra funding for equipment, could do with finance for a day trip or would like some help with running costs we might be able to help. Please note – we cannot fund individuals or ongoing maintenance.

Since you have applied in the past, or are a group based within the parish I have attached an application form for you.

Many thanks

Lisa Clements  
Clerk to the parish



## **MAWNAN PARISH COUNCIL COMMUNITY GRANT AWARDS GUIDELINES**

Mawnan Parish Council has an amount of funds which it can release to aid community based projects. To be eligible for funding the group must be either based within or be catering to the residents of Mawnan Parish.

If your group, club or activity need a little extra funding for equipment, could do with finances for a day trip or would like some help with specific running costs we might be able to help.

We will also accept funding recommendations/suggestions for parish wide initiatives which would need at least (10) other members of the parish to support.

### **Application Process**

- The Council's grant application form must be completed clearly and explain what you will be using community funding for (please remember a specific project is looked on more favourably than just requesting funds to help out on everyday expenses).
- You will need to include with your application a copy of your most recent accounts, or a bank statement and an explanation of your annual income & expenditure.
- Applications go before the council in the April meeting, so completed application forms need to be back into the clerk by the 10<sup>th</sup> April at the very latest. Any received after this date, or incomplete will have to then wait until at least June for the next council vote.
- Everyone will be informed in writing of the outcome of their grant applications.
- We ask that anyone who receives grant funding provide for the Annual Parish Meeting in May of the following year a short summary of their funded works (so grants given in April 2018 will need a report ready for May 2019).
- Applications for first time funding (be it by a group or for a new project) will always be viewed more favourably than recurrent applications. We might not be able to fund your full requested amount – we try to be fair to all similar organisations by giving them equal amounts.

### **Conditions**

- We cannot fund individuals.
- We will only award grants to not-for-profit organisations.
- **We are unlikely to fund general repairs, building works, or ongoing maintenance costs.**
- Only one application per financial year from each organisation can be accepted, but this can cover multiple projects.

- If your project doesn't take place for whatever reason you must contact the Parish Council – grants are made to specific projects and funding may need to be returned. However, it may be possible for a substitute project to be approved in such cases. For projects over £500 we do write asking for a 'running report' in the Autumn, just to make sure your project is on target. We are not chasing up works but we have to ensure public monies are spent where allocated and not held or used for other works.
- Where recommendations/suggestions come in from the community for initiatives they would like to see the Parish Council will have to agree to the suggestion and ensure that no other statutory public funds are available first. Between the council noting the application and agreeing funding these suggestions will be published on the community noticeboard for 1 full month (or the period between council meetings) to allow the public time to make full comment.

All of these forms are available on the parish website ([www.mawnan.org.uk](http://www.mawnan.org.uk)). If you know of any other group that might find a small grant useful please feel free to let them know about our offer and forward the details – we cannot possibly keep track of every project taking place in the parish each year!

thanks

# Community Grant Application for Financial Year 2019/20

Please read accompanying Community Grant Award Guidelines document



Name of Organisation \_\_\_\_\_

Number of Members \_\_\_\_\_

Age range of Members \_\_\_\_\_

Contact Name & Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Telephone No : \_\_\_\_\_

Name of Payee/  
Account Holder for  
Grant if Approved: \_\_\_\_\_

Identified "project" & need. Please give as much information as possible to help the Council understand the reason for your request – *feel free to use the back of this sheet if you need more space*

Cost: £ \_\_\_\_\_

Project Date \_\_\_\_\_

## RETURN APPLICATIONS BY 10<sup>th</sup> April 2019

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Please return this form to the Parish Offices (behind MS Electrical) along with your most recent set of accounts or a copy of your groups' most recent bank statement and list of expenses & income for the last year. If you have provided an email address above we will confirm receipt of your application.

### **Parish Council Use Only**

Donation of : £ \_\_\_\_\_

approved.

Payable on :

Signature :