

**MAWNAN PARISH COUNCIL
COMMUNITY GRANT AWARDS 2023/24**



GUIDELINES

Mawnan Parish Council has a yearly budget for Grants & Donations, which is supplemented by a portion of the annual income from the Higher Tregarne Solar Grant fund, giving an annual pot to assist funding for community organisations.

To be eligible for funding the group must be either based within or be catering to the residents of Mawnan Parish - we do not usually fund groups or charities based outside of the immediate parish unless we find ourselves with leftover budget coming up towards the end of the financial year.

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).
- We have had a few comments that our April date was not suitable as people were in many instances finalising their group's accounts so we have moved this round slightly. Applications will now go before the council at the June meeting, so completed application forms need to be back into the clerk by June 8th at the very latest. Any received after this date, or incomplete will have to then wait until at least Christmas for the next council vote.
- 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.
- If you are applying for funding to cover a specific expenditure- such as insurance costs, annual subscriptions or memberships – it would be useful for us to have a copy of any invoices.
- 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
- 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.
- We reserve the right not to accept recurring grants by the same organisation year after year, even if the projects are different.
- 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). 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 2023/24

Please read accompanying Community Grant Award Guidelines document

Name of Organisation

Number of Members

Age range of
Members

Contact Name &
Address

Email:

Telephone No :

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

Account details for
payment if Grant is
approved:

Account Name:

Sort Code:

Account Number:

please note – bank details will only be kept until payment is made and confirmed. This part of the form will then be destroyed.

RETURN APPLICATIONS BY 8th June 2023

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.