



Kingsnorth Parish Council

COMMUNITY GRANTS

Introduction

A grant is any payment made by Kingsnorth Parish Council (the Council) to be used by an applicant for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Council.

The Council awards grants at its discretion, to applicants who can demonstrate a clear need for financial support.

Objectives

The project receiving a grant should contribute to at least one of the below Parish objectives.

- Provide or enhance a service.
- Enhancing quality of life for Parish residents.
- Improving recreation and/or sports.
- Improving the environment.
- Promoting the Parish in a positive way.

When can you apply?

Applications made for grants below £5,000 may be made at any time of the year provided there are enough funds in the budget available.

For larger grants over £5,000 the Council will expect to receive in writing to the Parish Manager any expression of interest by 30th September of the financial year prior to the being required, in order that budget provision can be considered.

Eligibility Criteria

Kingsnorth Parish Council will not award grants to:

- Commercial organisations.
- Political parties.
- Religious organisations, unless for a purpose which does not discriminate on ground of belief.
- Applications from applicants with parent or 'umbrella' groups with available national funding will not normally be considered.
- Purposes for which there is a statutory duty upon other government bodies to fund or provide.
- The benefit of an individual.
- Purposes of loan repayments, paying rent, council tax, utilities, insurance costs (other than public liability) or projects with high ongoing maintenance costs.
- Applications seeking more than 30% of the total grant funds available in any single financial year. An applicant may apply for grants more than once in a financial year but in total they may not receive more than 30% of the grant funds of the PC's Budget.
- Ongoing commitments, grants over multiple future years will not be made. A fresh application will be required each year.
- Retrospective applications, where an event or activity has already occurred will not be considered.

Making a valid application

- Complete an application form.
- Supply all required information outlined below:
 - A copy of the applicants written constitution.
 - A copy of the applicants most recent set of audited accounts.
 - Provide any quotations or estimates.
 - Details of applicants' bank name, address, sort code and account number.

Assessment Criteria

Applications will be assessed on their own merits, subject to the right to consider the history and outcomes of any previous applications made by the applicant.

The Council will consider:

- How well the project meets the needs of the local community and Parish objectives
- The nature of the benefit and number of residents of the Parish who will benefit
- How effectively the group will use the grant
- Whether the costs are appropriate and realistic
- The proportion of contributions which have been, or will be, raised towards the scheme
- Should the applicant reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source
- How the group is managed, as indicated by its constitution
- In the case of larger projects, is the proposal sustainable in the long term
- Applications from individuals will only be considered if they will bring clear and positive benefit(s) to the parish community.
- The Council will scrutinise individual applications.

Have regard to its duties under:

- The Equalities Act
- The Natural Environment and Rural Communities Act (Biodiversity Duty)
- The Crime and Disorder Act

Grants that do not meet all the criteria may be awarded, however there is a general expectation that applications for larger grants will fall within the criteria. Some flexibility may be applied for lesser grants, at the Parish Councils discretion. Similarly, the Council may apply such flexibility as it considers appropriate in the event of any unforeseen or urgent event.

Decision and Award

- The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. For example: 'no disposal of a significant asset purchased with grant funds without the written consent of the council'.
- The Council may make the award of any grant for only part of the amount sought by the applicant.
- The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.
- Any grant must be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies.
- Any unspent portion of the grant must be returned to the Council promptly.
- The Council will make the final decision on which grants to award. All applicants will be contacted in writing following the Council's decision.

Grant Conditions

- The grant is conditional on compliance with all requirements set out in this policy. Failure to meet any condition may result in the Parish Council withdrawing the grant or seeking repayment of funds already provided.

Construction and Safety Responsibility

Where a grant is awarded for a project involving construction, building works, or any form of structural improvement, the following conditions will apply:

- Responsibility for all aspects of the construction work, including compliance with building regulations, planning permissions, and health and safety legislation, rests entirely with the grant recipient.
- The grant recipient must ensure that any contractors or suppliers appointed are appropriately qualified, competent, and insured for the work undertaken.
- The Parish Council accepts no liability for the design, quality, safety, or delivery of any construction or related works funded in whole or in part through the grant.
- Recipients are strongly encouraged to arrange suitable insurance cover to protect against risks associated with their project, including public liability, property damage, and injury.

Monitoring and Reporting

- For grants over £5,000 the Parish Manager and/or an appointed Parish Councillor will liaise with the organisation and attend such meetings as are required during the implementation of the project.
- The project delivery shall commence within 12 months of the grant award payment otherwise the monies shall be returned and a new application submitted if needed.
- The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for, and evidence of expenditure should be supplied to the Council as requested, for at least 3 years after the award of the grant.
- Successful applicants should provide a report at the Annual Parish Council Meeting (in May) to show how the money was spent. At other times, further information, including photographs, should be made available to the Parish Council Manager for sharing via the Newsletter and website. Organisations should refer to the Council grant when reporting through their own routine publicity channels and provide copies to the Parish Council Manager.
- The Parish Council will regularly assess the impacts and outcomes of grants awarded and report each year.

Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provision of the Local Government Act 1972, Section 137.



Kingsnorth Parish Council

Grant Application Form

Please complete the form with as much details as possible. Continue another sheet of paper if necessary.

YOUR ORGANISATION	
Name	
Address	
Website or social media pages etc. of the organisation	
Summary of aims and objectives	
Age / demographic / social groups specifically catered for, if any	
Is the organisation a non-profit making body?	
Is the organisation a Registered Charity? (if so, please give registration number)	
Number of members in the organisation	
Number of members resident in Kingsnorth	
Is membership restricted in any way?	
Do you charge a membership fee, or charge for access to activities? If so, please give details	

DETAILS OF GRANT APPLIED FOR	
Purpose for which the grant is required including how your organisation will benefit together with details of the proposed expenditure (include copies of quotations/estimates where appropriate).	
Explain how Kingsnorth residents will benefit from this project?	
Does your project require any licenses or permissions? Have these been granted or when are they anticipated to be granted?	
When do you anticipate the project will complete or be implemented?	
When do you anticipate the project will start?	
Are your VAT registered for this project and if so, please give details of your VAT registration number?	
Total cost of project	
Amount of grant requested	
Funds available from organisation's own resources	
Funds granted from other bodies (please give details)	
If there is a shortfall in these figures, how do you propose to fund the deficiency?	

PREVIOUS APPLICATIONS

Please give details of all grant applications made by your organisation to the Parish Council, whether successful or not, in the last five years.

Financial Year	Amount	Purpose	Successful

CONTACT

Contact Name		Tel Number	
Address (if different to the above)		Email Address	

DECLARATION

I confirm that I am authorised to make this application on behalf of the organisation named.

I confirm that I have read the Parish Councils Grant Awarding Policy

I certify that the information provided is correct.

I enclose the following documents in support of this application:

- a) a copy of our constitution
- b) most recent set of audited accounts
- c) quotations/estimates.
- d) details of the bank name, address, sort code and account number to receive funds should a grant be successful.

I undertake on behalf of the organisation that any financial assistance offered will only be used for the purpose for which it was granted and will be returned to the Parish Council if it is not required for that purpose.

Signed:

Date:

Name (please print)

Capacity in which signed

If your application is successful, please indicate the named bank account so we can transfer monies by BACs.

N.B. Payment can only be made to the organisation's bank account not an individual.

DATA PRIVACY NOTICE

Kingsnorth Parish Council only undertakes the processing of personal data necessary to perform the contract for services with you.

When you apply for Financial Assistance the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence and provide information relating to your application. Your personal information will not be shared with any third party without your prior consent.

The application form with supporting information should be returned to:

Kingsnorth Parish Council, Kingsnorth Sports Pavilion, Church Hill, Ashford TN23 3EF

Electronically by email to manager@kingsnorthparishcouncil.gov.uk

(Please ensure the correct postage is applied for the size of the envelope used)