

Small Grants Policy

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1 Introduction

- 1.1** Mayfield Parish Council (the Council) has the power, under various sections of the Local Government Act 1972, but not the obligation to make grants available to local community, voluntary and not-for-profit groups in the parish.
- 1.2** The Parish Council is funded by the residents of Mayfield parish via a charge on the Council tax, collected from residents via by East Staffordshire Borough Council. The Parish Council will set a limit of grants available via its Annual Budget. The funds available are to assist groups who must demonstrate that they are working for the benefit of the Mayfield parish community in an inclusive manner. Grants will be distributed by the Council in a fair and equitable manner to reflect the value and contribution of the organisation to the local community.

2 Aims of the Grant Making Programme

- 2.1** The Council provides grants to support the following aims:
- 2.1.1 To enable local people to participate in voluntary groups and activities.
 - 2.1.2 To help the parish's voluntary groups to improve their effectiveness.
 - 2.1.3 To support organisations which meet the needs of people experiencing social exclusion or economic difficulties.
 - 2.1.4 To ensure there is equality of access and opportunity for all residents of the parish to the services it provides and funds.
 - 2.1.5 To improve or enhance the local environment
- 2.2** In all its considerations, Mayfield Parish Council will aim for value for money for the local taxpayer.

3 Who can apply?

- 3.1** Grants will only be considered for groups and organisations (referred to as groups) which are able to demonstrate a need for financial support to benefit the local community and/or are providing a service in the parish and that have been operational for at least one year. At the Council's discretion, it may consider groups and organisations out of the parish providing the service or activity is of direct benefit to parish residents.
- 3.2** Upward funders' (local groups where fund-raising or a tithe of all funds raised is sent to a central HQ) can apply only for capital grants, in which grant money can be spent only on equipment, activities or events that benefit the members of the parish-based group. Mayfield Parish Council will not consider grant applications for assistance with running costs for 'upward funders.'

4 Conditions of Awards

- 4.1** The following will not be considered for support:
- 4.1.1 Applications by individuals.

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- 4.1.2 Regional or National organisations, unless they are for a specific project benefitting residents of Mayfield parish.
- 4.1.3 Commercial organisations.
- 4.1.4 Purposes for which there is a statutory duty upon other local or central government departments to fund or provide.
- 4.1.5 Political parties.
- 4.1.6 Activities of a predominately-religious nature.

4.2 The following conditions will apply to all applications:

- 4.2.1 The grant must be used for the purpose for which the application was made.
- 4.2.2 If the group is unable to use the award in the agreed timescale and for the stated purpose, all monies must be returned to the Mayfield Parish Council.
- 4.2.3 All awards must be properly accounted for and evidence of expenditure supplied to the council if requested. The Council reserves the right to request a refund of any or all monies awarded if it is dissatisfied with the information provided.
- 4.2.4 The awarding of a grant should not be seen as an ongoing commitment.
- 4.2.5 A fresh application, on the Council provided application form, is required each year.
- 4.2.6 The Council reserves the right to discontinue the grant programme.

5 Application Process

5.1 Applications will only be considered when:

- 5.1.1 They are made via the Council's approved application form.
- 5.1.2 They are accompanied by details of the group's constitution and management board.
- 5.1.3 The form has been signed by an appropriately authorised person on behalf of the group or organisation.
- 5.1.4 Estimates, competitive quotations and specifications have been included if appropriate.
- 5.1.5 They are accompanied by a copy of your group's latest accounts.
- 5.1.6 Details of the organisation's accounts have been provided confirming that it holds a separate bank account controlled by more than one signatory.
- 5.1.7 Details of the membership, both within and outside Mayfield parish, have been noted on the application form to demonstrate the benefit

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of the group to Mayfield parish residents.

- 5.1.8 Details of your organisation's constitution and management committee have been supplied.
 - 5.1.9 The group has demonstrated what active steps it is taking to encourage engagement from all sections of the Mayfield parish community including, amongst others, young people; older people; Black and Minority Ethnic (BME) groups and individuals; Lesbian Gay Bisexual and Transgender (LGBTQ+) groups and individuals and people with disabilities.
 - 5.1.10 Applications will be expected to provide quarterly status reports on the project, via an Evaluation Form. This will be brief updates on the progress of the project.
 - 5.1.11 An Evaluation form will be sent to the successful applicants to record the progress of the project for submission to the clerk on a quarterly basis.
 - 5.1.12 The application form has been returned by the noted deadline. Deadlines for applications will be made by Full Council and details can be obtained by the Clerk – clerk.mayfieldpc@gmail.com
 - 5.1.13 Successful applicants will be required to ensure media coverage/publicity is achieved at strategic points throughout the duration of the project; ie: website copy, social media posts, press releases, articles and any other media activity should include a suitable reference to the council eg: "The xxx was funded by a grant from Mayfield Parish Council".
It would be useful if a member of the organisation or group were available to receive the grant award ahead of the Full Council meeting where a photograph will be taken for inclusion on the Parish Council website and/or other media.
 - 5.1.14 Failure to provide Evaluation forms or media coverage may result in a request for funding to be returned.
 - 5.1.15 A final project report will need to be provided to the Council on completion of the project.
- The Grant Policy and Application form will be reviewed Annual and put onto the Council website in the Policy area. <https://mayfieldparishcouncil.org.uk/>

Date last Ratified/Approved	Version Number	Revision/Amendment Made	New Review date
07.11.2023	1	Policy adopted	May 2024
05.03.2024	2	Amended 3.1 to add "that have been operational for at least one year"	May 2024