



St Just in Roseland Parish Council Grant Funding Policy

Introduction

St Just in Roseland Parish Council is committed to supporting local organisations, groups, and projects that benefit the residents of the Parish. This Grant Funding Policy sets out the principles and conditions under which the Council will consider applications for financial support.

The Parish Council may provide letters of support for larger projects seeking external funding from other bodies.

All applicants must complete the official **Grant Application Form**, attach the required supporting documents, and follow the guidance outlined in this policy. For any queries regarding the application process, please contact the **Parish Clerk**.

Policy Guidelines

1. **Assessment of Applications**

Each application will be assessed on its individual merits and needs. Applications will be considered by the **Finance Committee**, which will make recommendations to the **Full Parish Council** for final approval.

2. **Community Benefit and Equality**

All applications must clearly demonstrate how the proposed grant will benefit the local community within the Parish. Applicants must also ensure compliance with the **Equality Act 2010**, taking account of all protected characteristics.

3. **Discretionary Awards**

Grants are awarded entirely at the discretion of the Parish Council. There is no automatic right to funding. All applicants must submit the completed application form and relevant financial documentation for the previous financial year.

4. **Payment of Grants**

Approved grants will be paid by **bank transfer** to the organisation's official account. Payments will not be made to individuals.

5. **Parish Community Projects**

Applications for community projects must demonstrate clear benefit to the Parish and evidence of local community support.

6. **Time Limits for Spending**

Grant monies must be spent within the timescale specified by the Council. Any unspent funds must be returned to the Parish Council.

7. **Monitoring and Reporting**

Within six months of receiving a grant, the Council will request a written update report, including copies of invoices or receipts. Failure to provide this report may result in the Council requesting repayment of the grant.

8. **Religious Organisations**

Applications from religious groups will be considered only if they provide a demonstrable benefit to the wider community, regardless of religious affiliation. Grants will not be awarded for the maintenance, upkeep, or improvement of religious buildings or facilities.

9. Political Organisations

In accordance with **Section 2 of the Local Government Act 1986**, grants cannot be awarded to political organisations or for political purposes.

10. Additional Conditions

The Parish Council reserves the right to impose additional conditions or requirements as it deems appropriate when awarding a grant.

11. Evidence of Fundraising

Applicants are expected to demonstrate other sources of fundraising, including **match funding**. This should show community or external support for the project.

12. Retrospective Applications

Grants for projects that have already taken place will only be considered in exceptional circumstances and at the discretion of the Parish Council.

13. Change of Use

Grant recipients must not alter the agreed use of the grant without prior **written permission** from the Parish Council.

14. Publicity

Recipients must acknowledge the support of St Just in Roseland Parish Council in any publicity materials. The Parish Council reserves the right to publicise details of any grants awarded.

15. False Information

Providing false or misleading information in an application may result in withdrawal of the grant and referral to the appropriate authorities.

16. Guarantee of Repayment

Persons signing the application form personally guarantee that, if the grant is not used in accordance with the approved application, they will repay the outstanding amount to the Parish Council on demand.

17. Frequency of Applications

Only one grant will be awarded to any organisation within a single financial year.

Policy Review

This policy will be reviewed every three years or sooner if required by changes in legislation or guidance.

Adopted on: November 3rd 2025

Contact Information

For all enquiries or to request an application form, please contact:

Parish Clerk - St Just in Roseland Parish Council

Email – parishclerk@stjustinroseland-pc.gov.uk

Telephone – 01326 531947