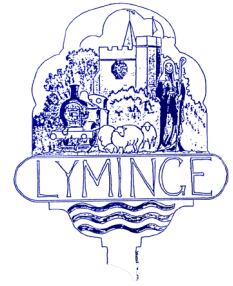


## Lyminge Parish Council

### GRANT APPLICATIONS AND DONATIONS POLICY

(Statutory items are in bold type)

Lead: Clerk



Version	Date changed	Change made	Date agreed
2020			Jan 2020

#### INTRODUCTION

Each financial year (commencing 1 April) Lyminge Parish Council has a provision in its budget to allow it to make grants to organisations whose activities benefit the residents of Lyminge parish.

#### WHO CAN APPLY?

Applications are accepted from voluntary and community organisations – whether registered as a charity or not. Priority will be given to organisations from within Lyminge parish. Organisations that have a statutory right to raise a precept are excluded from the scheme. Only one grant per year per organisation will be offered but applications for subsequent years can be submitted up to 3 years in advance.

#### SCALE OF GRANTS AND MATCH FUNDING

As the sum available each year is limited the Parish Council wishes to spread its limited funds as far as possible. Normally grants offered do not exceed 50% of the total costs.

Applicants are expected to self fund, or match fund from other sources, at least 25% of the total project cost. Volunteer time can be costed and used as an element of self funding. The Parish Council will be able to assist applicants by suggesting additional sources of funding – please ask the Clerk for information (see details below).

Applications must be accompanied by a completed project budget. Applications with an incomplete budget will not be considered.

#### ONE OFF OR REGULAR COSTS?

The Parish Council prefers to fund “one off” costs – capital costs. It is very unlikely to fund regular costs. The only exception that may be considered is at the start of a project where the grant could be considered as “seed-funding” to get the project up and running.

#### GRANT OR DONATION?

Where the applicant is not a VAT-registered body, the Parish Council may consider and propose to purchase a capital item with LPC funds and then donate the physical asset to the other body. In this

way, LPC would be entitled to reclaim any VAT paid on the item. Upon donation, ownership and all interest/responsibility will transfer from LPC to the applicant.

**SEND YOUR COMPLETED APPLICATION FORM (and attachments) TO:**

Cherri Norman, Clerk and RFO Lyminge Parish Council, PO Box 1159, Canterbury, Kent CT1 9PR or by email to [lymingepc@btinternet.com](mailto:lymingepc@btinternet.com)

**HOW ARE APPLICATIONS ASSESSED?**

All applications are assessed by the Finance and Administration Committee on a monthly basis, except in August and December when the Committee does not meet, and, if recommended, are then referred to the next Full Council meeting for approval. You may be asked to present your project to one or both committees.

**TIMESCALE FOR DECISIONS**

If all the required information (please see the checklist on the last page of the application form) accompanies the application then it is possible that a decision can be reached within a five week period – so long as the application is submitted by the end of a calendar month. For applications submitted at the end of July and November the timescale will be twice as long because of summer and Christmas breaks.

**WHAT HAPPENS WHEN A GRANT IS APPROVED?**

Conditions will be attached to all grant offers. You will be required to accept those conditions. If a cash grant is requested, payment is normally made in arrears upon the production of invoices or receipts. In exceptional circumstances, payment in advance can be considered.

If it is agreed that the Parish Council will purchase and donate an asset to the organisation, the applicant will provide a quote from the proposed supplier to the Clerk who will then arrange purchase and take delivery of the goods on behalf of the Parish Council. Assets (along with copies of all paperwork/warranties) will then be donated to the applicant at the earliest opportunity.

**MORE INFORMATION**

If you require any further assistance please do not hesitate to contact the Parish Clerk on 07715 221 705 or by email at [lymingepc@btinternet.com](mailto:lymingepc@btinternet.com)