

KIRKBURTON PARISH COUNCIL

General Grant Scheme 2021-22

Who is eligible to apply for a General Grant:

Applications must demonstrate a benefit to the Parish in general, or to a defined section of Parishioners (for example children, over 60s, etc). It is permissible to make an application which restricts benefit to residents or the area of a named village community within the Parish.

All applicants must:

- a) have a written constitution which states the name and aim(s) of the organisation; states the eligibility criteria for membership; requires that there is an AGM at which Officers are to be (re-)elected for a term of office not exceeding 15 months; requires that such Officers are at a minimum Chair, Secretary and Treasurer. *The requirement for an Annual Meeting is currently suspended due to Covid and will be reviewed at the Council meeting on 1 July 2021.*
- b) have an active Bank or Building Society account, or is in the process of opening an account.

Applications from churches and schools which, by their nature do not meet the criteria at (a), will still be eligible for consideration by the Committee, subject to the Council's legal constraints on funding these organisations. Please check with the Clerk if you need advice.

Retrospective applications are not permitted, ie purchases / work to be funded by the grant must not be made in advance of the Council decision.

How much can I apply for?

This will depend on the total project cost and how much funding you are applying for:

- Grants of up to £750 may cover 100% of the total project cost.
- Grants between £751 and £2,999 may cover up to 80% of the total project cost.
- Grants of £3,000 + may cover up to 50% of the total project cost.

There is a maximum general grant of £5,000 for any one project. If the grant does not cover all of the project costs, the applicant must provide details to show how the remaining cost of the project will be funded before the application can be agreed.

All applications must be supported by the following documents by the deadline date:

Applications for a grant of £750 or under, the applicant must provide copies of its latest bank statement and constitution. The bank statement must clearly state the Group's name and not that of an individual.

Applications for a grant of £751 or over, the applicant must provide copies of its latest bank statement, current constitution and its most recently published set of accounts.

If the accounts have already been provided to the Council in the same financial year, it is not necessary to supply an additional copy. New copies of the constitution only need to be provided if any changes have been made to the one the Council has on file.

Afterwards: Organisations must return the slip confirming receipt of the cheque. A copy of the invoice/s showing how the money has been spent must be supplied within 9 months of the grant letter.

Deadline Dates:

Applications with all the supporting documents must be received by the Council by the deadlines of 2 July 2021, 29 October 2021 and 4 February 2022. Late / incomplete applications cannot be considered.

It may be possible to lodge an application for a genuine emergency. If you need to do this, please contact the Clerk, who will be able to advise.

How will my application be dealt with and what are the timescales?

Applications received by the dates listed overleaf will be considered in the first instance by the Grants and Community Projects Committee, which will make recommendations to the Council. The Council will consider the recommendations and take the final decisions. Council meetings are normally held on the first Thursday of the month (except May). If the application is successful, the payment will normally be made shortly after the Council meeting.

Updates of the recommendations and decisions on grant applications can be viewed on the News Page of the Council's website: <http://www.kbpc.co.uk/News.aspx>