

# KIRKBURTON PARISH COUNCIL

## General Grant Scheme 2022-23

### ***Who is eligible to apply for a General Grant:***

Grants are available to community groups / not for profit organisations. The applications must demonstrate a benefit to the Parish in general, or to a defined section of residents (for example children, over 60s, a particular village, etc).

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 4 August 2022.*
- b) have an active Bank or Building Society account, or can demonstrate they are in the process of opening one.

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.

Applications must be made **before** placing orders or making purchases, unless the application is for funding to cover the cost of defibrillator consumables. Retrospective applications (except for defibrillator supplies) will be invalid.

### ***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.

**Applications for purchases / work of up to £1,000:** the applicant must provide 1 quote for each item.

**Applications for purchases / work of £1,001 or above:** the applicant must provide 2 comparable quotes for each item.

**Afterwards:** Organisations must return the slip confirming receipt of the cheque. Groups in receipt of grants of £301+ must supply 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 **8 July 2022, 28 October 2022 and 3 February 2023**. Late / incomplete applications cannot be considered.

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

Applications received by the dates listed above and including all of the necessary documents will be considered in the first instance by the Grants and Community Projects Committee, with the Council taking the final decision at the following Council meeting. Any late or incomplete applications will be deferred to the next meeting (if there is one). Updates on the grant applications can be found at [www.kbpc.co.uk](http://www.kbpc.co.uk)