

Snettisham Parish Council

Grant and Donations Policy

1. Introduction

Snettisham Parish Council is committed to supporting local groups, organisations, and charities that benefit the residents of Snettisham. This policy sets out the principles and procedures for awarding grants and donations to ensure a fair, transparent, and responsible distribution of public funds.

2. Purpose of Grants and Donations

Grants and donations provided by Snettisham Parish Council aim to:

- Support initiatives that benefit the local community.
- Enhance the well-being, social cohesion, and cultural life of Snettisham.
- Assist local voluntary, community, and not-for-profit organisations in delivering projects and activities.
- Encourage partnership working between organisations for the benefit of residents.

3. Eligibility Criteria

To be eligible for a grant or donation, applicants must:

- Be a local voluntary, charitable, or community organisation, or a not-for-profit group serving Snettisham residents.
- Demonstrate that the funding will benefit Snettisham and its community.
- Provide a clear breakdown of how the grant will be used.
- Demonstrate financial need.

The Council will not provide grants or donations to:

- Private individuals or commercial businesses.
- Political parties or organisations affiliated with political activities.
- Religious groups, unless for projects that benefit the wider community.
- Organisations that already receive substantial funding from other sources unless a clear need is demonstrated.
- Retrospective applications for projects or events already undertaken.

4. Application Process

1. Submission – Applications must be submitted in writing using the Snettisham Parish Council Grant Application Form, available from the Parish Clerk or the Council's website.

2. Supporting Information – Applicants must provide:

- Details of the project or initiative and when the project will start.
- A budget breakdown, including costs and quotes to demonstrate research of project costs
- A copy of the applicant's latest financial statements or bank statement (if requested)
- Details of other funding sources approached and outcomes

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5. Assessment and Approval

Applications will be considered at a full Council meeting.

The Council will assess applications using scoring criteria based on:

- Community benefit
- Alignment with Council priorities
- Financial need
- Sustainability of the project
- Funding Leverage
- Previous support received from the Council
- Publicity Commitment
- Value for money

The Council reserves the right to request further information before making a decision. Grant decisions will be recorded in the Council minutes and applicants will be notified in writing of the outcome.

6. Conditions of Funding:

- Grants or donations must be spent for the purpose stated in the application.
- Any unspent funds must be returned to the Council.
- Recipients may be required to submit a report on how the funding was used.
- Snettisham Parish Council reserves the right to publicise grants and donation awards.
- The Council may request a return of the Grant or Donation, if the applicant cannot demonstrate the project has commenced, within 6 months of the grant or donation.

7. Budget and Availability

Snettisham Parish Council allocates a set budget for grants and donations each financial year. Awards are made subject to available funds, and the Council reserves the right to refuse applications if the budget is fully allocated.

If the project meets the definition of community infrastructure, the council may grant or donate from the Council CIL earmarked reserves.

8. Transparency and Review

- A list of awarded grants will be published in the Council's annual accounts.
- This policy will be reviewed periodically to ensure it remains effective and aligned with community needs.

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Addendum: Grant Assessment Scoring Form

Assessment Criteria Score (0-5)

Community Benefit - Does the project have potential to benefit a significant number of Snettisham residents?

Alignment with Council Priorities - Does the project align with Snettisham Parish Council's objectives and priorities?

Financial Need - Has the applicant demonstrated a clear need for funding?

Sustainability - Is the project financially viable and sustainable?

Funding Leverage - Has the applicant secured or applied for other sources of funding?

Previous Support - Has the organisation previously received Snettisham Parish Council funding? (Lower score for repeated applications)

Publicity Commitment - Will the applicant promote the Snettisham Parish Council's support publicly?

Value for Money - Is the funding request reasonable and proportionate to the project's impact?

Scoring Guide:

- 0 = Does not meet criteria
- 1 = Weak evidence of meeting criteria
- 2 = Some evidence but below expectations
- 3 = Meets criteria satisfactorily
- 4 = Exceeds expectations
- 5 = Excellent evidence of meeting criteria

Total Score: ____ / 40

Decision:

☐ Approved

☐ Declined

☐ Further Information Required

Council Comments: