

# **LUDGVAN PARISH COUNCIL**

## **GRANTS SCHEME:**

### **A. Introduction**

The Scheme is open to community related organisations based in or working in the Parish of Ludgvan. Organisations can apply for grants for any project or activity which is for the benefit of residents. The Council's grants budget is limited and it is determined by available resources.

It is not normal Council policy to provide financial assistance towards the day to day running costs of organisations as it is project based, however, it may consider such contributions in exceptional circumstances.

The scheme is primarily aimed at community related organisations based in or working in the parish of Ludgvan. Organisations from outside of the parish of Ludgvan may only apply if they can demonstrate a significant economic or social benefit to the parish. The Council may award reduced funding levels or, indeed, refuse funding to organisations based outside of the parish.

### **B. Process**

Applicants are required to complete and return a simple grants form. This is then submitted to the appropriate meeting of the Council. The Council may invite the applicant to attend the meeting to introduce the application and answer any questions. The Council will consider each application on its merits. It will notify the applicant of its decision within 10 working days of the meeting and, if the application is approved, will send the applicant a cheque for the appropriate amount in due course.

The Council may consider requests for larger grants in exceptional circumstances where it can be demonstrated that more funds are required and the benefit to the local community and/or the local economy would justify a larger award. In such circumstances further information and undertakings or guarantees may be required. Applicants may also be required to produce a report demonstrating value for money before and after the completion of a project.

The Council will also help signpost applicants to other relevant sources of funding and support, including the Grantfinder scheme.

### **C. Criteria**

1. Applicant organisations must be non-profit making, have a constitution and supply a copy of their constitution, there must be a named contact with address, telephone number and e-mail (if available)
2. National organisations will not usually be issued with a grant.
3. Applicant organisations must have a bank account and submit a copy of their most recent bank statement with their application. They may also be asked for a copy of their latest set of accounts.

4. Applications from Churches or religious organisations for funding towards the cost of providing facilities which could be used primarily to support the act of worship will not normally be considered unless it can be demonstrated to be a broad community benefit unrestricted by religious beliefs or sectarianism.
5. Projects/activities must benefit local residents and/or be of demonstrable benefit to Ludgvan.
6. Applicant organisations must demonstrate their commitment to equal opportunities and projects/activities must comply with equalities legislation.
7. Clear arrangements must be in place to manage projects/activities and measure their success.
8. Applications must set out the cost of the project/activity and list other sources of funding sought or secured.
9. Grants will not be made to individuals.

#### **D. Rules for successful applicants**

1. Applicants must not change the use of their grant award, without the written permission of the Council.
2. Applicants must, on request, send the Council a written report on the use of their grant within three months of completing the relevant project and agree to the Council publishing details of any grants awarded.
3. Applicants must refer to the support of the Council in any publicity they release about their project and agree to the Council publicising details of any grants awarded.
4. If applicants provide any false information in their application, this may lead to the withdrawal of the grant offered.
5. The organisation must guarantee that, should any grant offered not be used in accordance with the terms and conditions set by the Council, they will repay the outstanding amount to the Council on demand.
6. Only one application per organisation will be considered each year unless there are extenuating circumstances.

#### **E. Contact Details**

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