



PENZANCE COUNCIL

Grant Policy

CURRENT POLICY STATUS

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This is a Policy or Procedure document of Penzance Council and as such must be fully adhered to by both Councillors and employees.

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1.0 Policy/Procedure Background

This document sets out a clear and structured procedure for grant applications being submitted to Penzance Council.

This procedure is prepared in accordance with Penzance Council's policy on grants and introduces a new procedure for Officers to conduct initial filtering of applications against a set of criteria.

Penzance Council is empowered and committed to support a range of causes each year within a limited budget. It is therefore imperative that the Council has in place an established method of scrutinising grant applications to ensure it uses its budget to the best possible effect.

1.1 Policy Statement

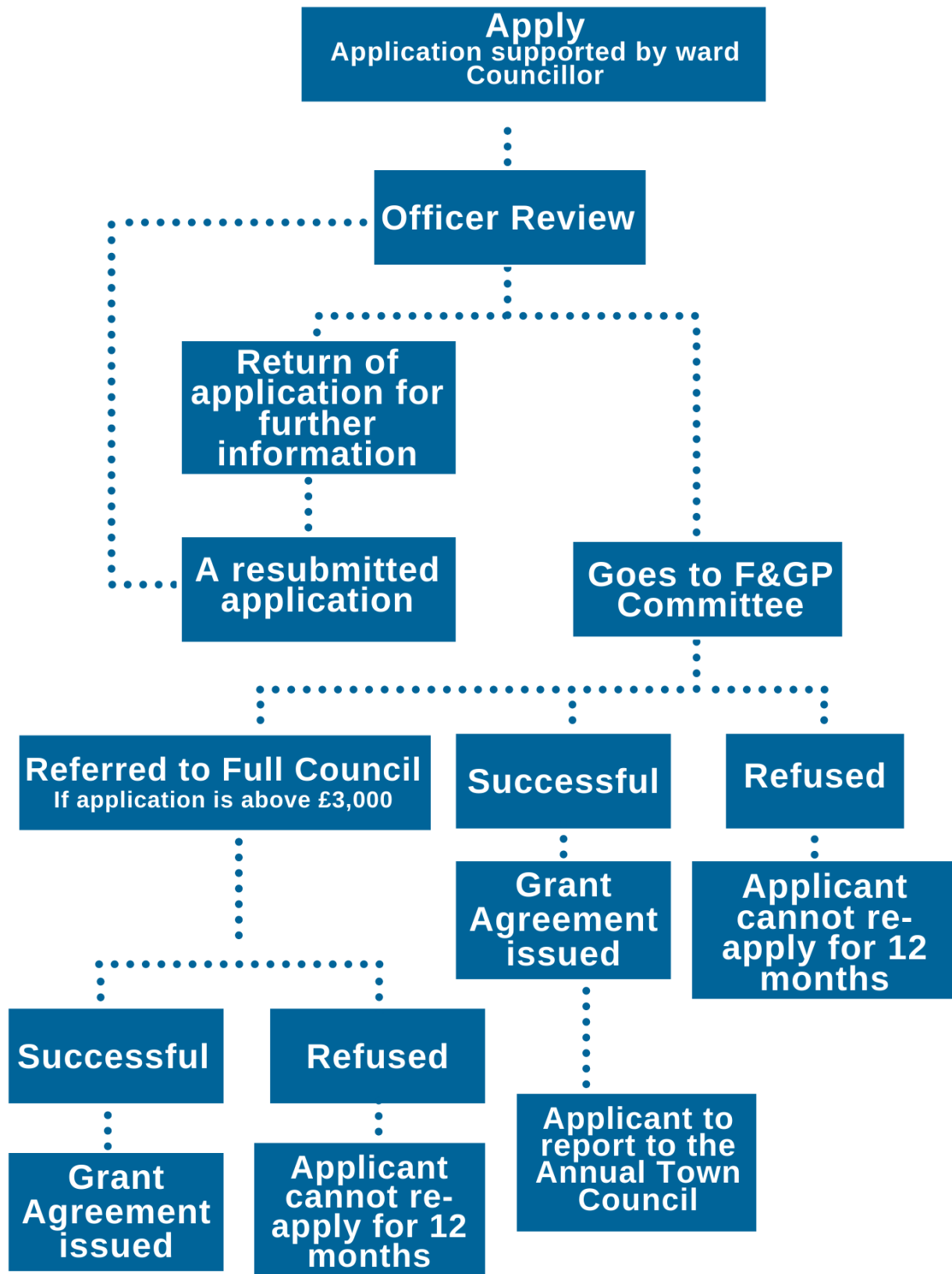
A grant or subsidy is any payment made by Penzance Council to be used by an organisation for a specific purpose in the furtherance of the wellbeing of the community, either generally, or for a specific purpose and which is not directly controlled or administered by Penzance Council. The purpose of any grant or subsidy given by Penzance Council is to support initiatives in the local community and to help create opportunities for the residents of our Parish that are not, as a matter of course, funded by Penzance Council, Cornwall Council and/or replaces a statutory function.

2.0 General Principals

Grant applications must be fully completed and assessed against a set of criteria laid down by members of Penzance Council.

If a grant application is returned by an officer, applicants will be advised that the application should be re-submitted with the required information or, if this cannot be supplied, withdrawn.

3.0 Application Process



3.0 Application Process

Key:

A. Apply

An application is made using the Grant Application Form (Appendix 1).

B. Councillor Support

All applications must be signed by a local ward councillor to indicate their support before submission.

C. Officer Review

An officer reviews the application against a set of criteria, which can be found in the Normal Eligibility Criteria section of this document and either issues a Return Notice requesting further information from the applicant or progresses it to a Committee meeting (usually Finance and General Purposes or the Social Action Fund, Climate Emergency sub-committee as appropriate, based on the nature of the application).

D. Officer Return

If a Return Notice is issued the items included in it should be addressed prior to the application being re-submitted.

E. Consideration at Committee

The Committee will deliberate over the application. This **may** require the applicant to join the public participation item on the agenda to present on the application submitted. Applicants will be given 5 minutes to talk in support of their application which will be followed by questions from members.

Applications of more than £1,000 **will** be require the applicant to present at Committee or Council.

Applicants are invited to the meeting at least 5 working days before the meeting. If an applicant confirms they cannot attend that date and time, then the application will be deferred to a future meeting.

Applications of more than £3,000, that are supported by the appropriate Committee, will be referred to Full Council for a final decision.

F. Referred to Full Council

Sometimes the Finance & General Purposes Committee does not have the authority or the ability to spend over certain amounts or from certain reserves. This results in a referral (or recommendation) to a Full Council meeting for a final decision over a grant the Finance & General Purposes Committee wishes to support either in full or in part.

Full Council will either support the grant recommendation, turn it down or seek further information. If Full Council refuses the grant, that decision is final.

G. Successful

If a grant has gone through a committee (and Full Council where relevant) and is successful, then the applicant will be advised that they have 12 months to apply for the funding to be released.

The applicant will be required to accept terms and conditions relating to the award which may include conditions placed on the funding, some conditions may have to be met before any funds are released.

The 12 months can be extended for larger, capital projects (subject to Council approval) but are not usually extended for smaller or event-type projects; unless the event is happening post the 12-month period, and this was stated within the original grant request form.

H. Refused

If a grant has gone through a committee or Full Council and has been refused, then the applicant cannot re-apply or submit a further grant request for the same or a similar project for a period of 12 months.

4.0 Normal Eligibility Criteria

This section outlines the Normal Eligibility Criteria for grants from Penzance Council. The list is not fully exhaustive, but gives the key areas grant applications should focus on.

4.1 Mandatory Requirements

Grant applications must fulfil all the below mandatory requirements or must provide clear and strong justification as to why it does not meet the requirement(s):

- Applications must be made on the Council's application form
- Applications must contain a current/most recent bank statement

- Applications must contain a copy of most recent audited accounts or most recent financial statements if audited accounts are not available
- Public Liability Insurance Certificates are required for any events or projects
- Employee Liability Insurance Certificates are required if staff are involved
- Buildings insurance (if request relates to funding towards this purpose)
- An applicant's home address and personal contact details are required, as well as any registered address for the organisation (if appropriate)
- The Application must contain a current copy of the organisation's constitution and, where relevant, Articles of Association
- For grants over £1000, there is a requirement for a **presentation** at the Finance & General Purposes or Council meeting where the application is being considered.
- All successful applications must provide receipts and supporting documents after the grant has been spent. Information must be submitted to the Council's Responsible Finance Officer within 1 month of the event/project completion. Failure to do so may result in clawback of the grant and/or automatic refusal of future grant applications.
- All successful applications must acknowledge the funding provided by Penzance Council in all promotional materials, media coverage & interviews, and on their websites/social media channels (if applicable). Failure to do so may result in clawback of the grant and/or automatic refusal of future grant applications.
- All successful applicants will be asked to report at the Annual Town Meeting showing how the grant has been spent and the benefits the grant has provided. (The information provided by the applicants may be used by Penzance Council to advertise its grant scheme online and /or included in the Annual Report).

4.2 Key Strategic Areas of Penzance Council

Grant applications should support one or more of the Council's current strategic priorities:

- Our Culture
- Our Decision Making
- Our Environment
- Our Money
- Our People
- Our Places
- Our Resilience & Wellbeing

The Strategic Plan 2022-26 can be viewed online at: <https://www.penzance-tc.gov.uk/strategic-plan/>

4.3 Applications which are not usually eligible

Penzance Council will not consider applications for or from the following:

Organisations

- Non constituted organisations
- National Charities
- 'Upward funders', i.e. local groups whose fund raising is sent to their central HQ for redistribution
- Private organisations operated as a business to generate a profit or surplus
- Projects with party political links
- Organisations intending to support or oppose any particular political party
- Organisations that discriminate against groups with protected characteristics as outlined in the Equality Act 2010
- To 'branches' that could be funded by their main organisation
- Applications from organisations with substantial unallocated resources will not be considered a priority for funding and will usually be unsuccessful
- Applications will not normally be considered from national organisations or local groups with access to funds from national "umbrella" or "parent" organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project
- Applications from organisations which intend to use the funding to provide grants to other organisations

Services

- Statutory services
- Replacement for statutory funding
- Salaries or routine administration costs
- Costs of routine maintenance and repair of equipment (unless in exceptional circumstances)

Activities

- Applications requesting a retrospective grant award
- Expeditions or trips
- Bursaries or scholarships
- Projects outside of the Parish that do not provide a significant strategic advantage to the Parish
- Individuals
- Hospitality
- Grants in excess of £3,000 which are not significant community capital projects within the Penzance Parish
- Projects which do not benefit our Parish Community at large
- For buildings that are uninsured

- The project competes or conflicts with any service, project or event being supported, organised or funded by Penzance Council
- Applications applying for animal welfare grants

4.4 Guidelines for Grant Applications and Further Information

- In most cases, if a grant has been successful in the past, then there will be a limit to the number of times the same or similar grant can be requested again.
- If an organisation is successful in obtaining a grant in one financial year, it is unlikely it will receive another grant within that 12-month period.
- It is a condition of any grant application that the group or project must bring direct benefit to the residents of the Parish. All applications must clearly demonstrate how this will be achieved.
- Grant application forms are available from the Responsible Financial Officer or from the Council website. Application forms must be submitted along with the required information stipulated in section 4.1. It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided at the time of submission.
- Grant applications cannot be made retrospectively.
- Applications from religious groups etc. will be considered where a clear benefit to the wider community can be demonstrated, irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.
- Penzance Council will only grant aid to churches for parish clocks and possibly for environmental purposes. Church Halls can also be grant aided if they are used by the community.
- Schools will only be grant aided for environmental purposes or if, in the opinion of Penzance Council, their application is for the benefit of the wider community. The project must also be in addition to statutory services.
- Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the parish. The project must also be in addition to statutory services.
- Grant applications will be considered against the following criteria:
 - (i) *meeting the strategic aims of the Council*
 - (ii) *meeting an identified need*
 - (iii) *viability of the project*
 - (iv) *majority of those to benefit should be residents of the Parish of Penzance*
- Penzance Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
- Grants will only be awarded for forthcoming projects – not retrospectively.

- It must be understood that any grant must only be used for the purpose for which it was awarded unless the written approval of Penzance Council has been obtained in advance for a change in use of the grant monies, and that any unspent portion of the grant must be returned to Penzance Council within 12 months of when the grant was awarded to the applicant.
- Although Penzance Council will give as much help as possible, the administration of and accounting for any grant or subsidy shall be the responsibility of the recipient.
- Penzance Council reserves the right to request any further information that it deems necessary to assist the decision-making process. Account will be taken of the amount and frequency of previous awards and of the extent to which funding has been sought or secured from other sources or own fund-raising activities.
- In the case of grants awarded for projects for which additional grant funding is to be sought to enable the project to proceed, the funds approved will be only be available to the organisation when all other funding is in place/secured and for a period of 12 months from the date Penzance Council approves the request (unless otherwise determined by the Council when approving the grant). Should the funds continue to be required for the project after the 12-month period, a Grant Renewal request must be submitted in writing to the Responsible Financial Officer outlining a full update, reasons for any delays and details of the short, medium and long-term project plan. This request will be administered by the Responsible Financial Officer and usually considered by both the Finance and General Purposes Committee and Full Council.
- Organisations seeking funds for buildings must demonstrate a reasonable security of tenure in the relevant property. The Council may seek a 1st charge to be placed on any land which may need to be purchased under the project to protect against any significant project risks.
- On-going commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- The size of any grant awarded is at the sole discretion of Penzance Council.
- Penzance Council may make the award of any grant or subsidy subject to such additional conditions and requirements, as it considers appropriate.
- At its discretion, Penzance Council reserves the right to refuse any grant application which is considered to be inappropriate or against the objectives of Penzance Council.
- The Council requires, as a condition of approval, that the support of the Council is acknowledged in all media activity and that recipients work proactively with the Council's Communications Officer to promote the award and activities of the recipient.
- Penzance Council has committed to adopt a 'Plastic Free Event Charter' for all events it organises and supports. Grant recipients are required to adopt the principles of this charter.
- A full report must be given to the Council on the use of the monies awarded.

4.5 Banking Arrangements

The organisation should have a bank account in its own name with at least two authorised representatives required to sign each cheque and make payment instructions. Grant awards cannot be paid to individuals.

5.0 Some Examples of Reasons for Officer/Automatic Return

This section provides details of possible reasons for an officer returning an application. It is not an exhaustive list and attempts to provide clarity over some of the topics which are considered:

5.1 Officer Return

- Application does not meet the eligibility criteria
- Application is not complete
- Further information requested on an application has not been received in good time and no-communication has been achieved with the applicant
- Standard mandatory requirements are not in place/being met
- Application does not fit with the Council's Strategy Aims
- Similar applications have been rejected
- Following an established precedent
- Such an application would set an unfair or unsustainable precedent for future applications of a similar nature
- The project is considered too high risk for public funds to be contributed to it
- The business case is considered flawed or unsustainable (if appropriate)
- The Council does not hold any more funding for grants and there are no suitable reserves that could be utilised
- Any other relevant reason(s) which are considered important enough to warrant refusal to safeguard Penzance Council and the local public funds.

A returned application will be accompanied with an explanation and advise on next steps required by the applicant (if appropriate).

5.2 Automatic Refusal

An application will automatically be refused with no appeal rights if it is an application for the same or is similar to a previously refused application and has been submitted within the 12 months following the refusal (same applicant/organisation/family).

No requests will be considered from organisations or individuals who have outstanding obligations, commitments, or disputes with Penzance Council until such time as these are resolved to the satisfaction of the Council.

6.0 Deadlines

Officer Return Notice Issued

The revised application should be re-submitted 1 month prior to the next Finance & General Purposes Committee.

Refused by Committee/Full Council

Applicant cannot reapply for 12 months from the date of the Committee/Full Council Refusal Notice

Successful Grants

Subject to relevant conditions being in place, successful applicants have 12 months to request the release of the funds before it is automatically re-allocated.

An extension can be requested, but this is usually only granted for larger, capital projects (applicants will need to contact the Finance Team at info@penzance-tc.gov.uk to arrange payment). If the funds are automatically re-allocated after 12 months, then the applicant would need to re-apply for the grant as well as submitting reasons for not drawing down the funds within the 12 months/extended time. There is no guarantee that such applications will be successful.

Application submission deadlines

Penzance Council's Committees have a set calendar of meetings. This can be found on the Council website <https://www.penzance-tc.gov.uk/meetings/>

Grant Applications must be received at-least 1 month before the next meeting of the Finance & General Purposes Committee or other appropriate Committee eg. Social Action Fund or Climate Emergency Sub-Committee, for review and submission to that Committee. This allows time for Officers to check and review applications prior to submission if successful through the Officer Review stage.