








**PENZANCE COUNCIL – 10 MARCH 2025****REPORT FOR DECISION****REVISED GRANTS POLICY**

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

**Recommendation:**

The revised Grants Policy, set out using tracked changes at Appendix 1 to this report, be approved and adopted.

**Background:**

At the meeting of Penzance Council held on 15 July 2024, it was resolved to review the Grants Policy following the near exhaustion of the grants budgets so early into the financial year. At the Finance and General Purposes meeting of 19 August 2024, an officer recommended revised grants policy was presented for consideration, but the decision of the Committee at that time was to defer and investigate it in more detail by forming a Working Group. Following the Finance and General Purposes Committee meeting of 21 October 2024, the grant budget was fully allocated and no available funding for the rest of financial year was available from that point onwards.

The Grants Policy Working Group's primary aim was not to completely rework the policy, but to suggest changes that could help to prevent the budget from being fully allocated so early into the financial year and to make small refinements. The Working Group originally comprised Cllrs. Beveridge, Broadhurst, Reynolds and Tonner. Cllr. Broadhurst later stood down from the Working Group before this recommendation was made.

The tracked changes shown in the revised policy, set out at Appendix 1 to this report, build on the revised grants policy document that was presented to the meeting held on 19 August 2024 and include the Working Group's recommendations to make the policy clearer and more robust.

It is intended that the policy is clearer for all parties involved, including potential applicants when they are thinking of applying for a grant, officers when they are reviewing grants and Councillors when considering grants.

Some of the main changes to the policy include, defining specific windows through the financial year when applicants can submit applications and when they will be considered for a decision, where previously an application could be submitted at any point and would then be presented to the next available meeting, but for many this meant they submitted applications in between meetings and would miss their project start date.

To help reduce the risk of the grants budget being exhausted it is proposed that the annual budget is split equally between the available meetings of the financial year, and if there is any unspent amount, then this be allocated to the following meetings. In addition to this, the upper limit a single application can request would now be £7,500. This is to allow ability to award to more organisations through the year and encourage organisations to seek other match funding and not solely rely on the Council's grant scheme.

Once this new policy comes into effect following Penzance Council approval, the new policy will be clearly announced to all stakeholders, including Councillors, staff, and members of the public through all communication channels to clearly explain the changes and the available grant windows in the upcoming financial year during which community groups can apply.

This report was considered by the Finance and General Purposes Committee at its meeting held on 17 February 2025 where it unanimously resolved to make the recommendation set out above.

Appendix 1 - Penzance Council Grants Policy

Cameron Sil  
Responsible Finance Officer



# PENZANCE COUNCIL

## Grants Policy

### CURRENT POLICY STATUS

Version:	1	Approving Body:	<del>Penzance</del> Full Council
Date:	<del>September 2021</del> March 2025 July 2024	Date of Approval:	<del>6 September 2021</del>
Responsible Officer:	Responsible Finance Officer	Minute Reference:	<del>71(a)</del>
Overview Committee:	Finance & General Purposes	Review Date:	

### VERSION HISTORY

DATE	VERSION	AUTHOR/EDITOR	COMMENTS
September 2021	1	HWP/HH	Task & Finish Group comments 11 August 2021

### REVIEW RECORD

DATE	TYPE OF REVIEW	COMPLETED BY
05.09.22	Minor Update	CS
22.05.23	Minor Update	CS
<u>01.01.25</u>	<u>Update</u>	<u>CS/EARWORKING GROUP</u>

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

Adopted by Council: ~~6 September 2021 (Updated 22 May 2023)~~

## Contents

1.0 Policy/Procedure Background .....	3
1.1 Policy Statement.....	3
2.0 General Principals .....	3
3.0 Application Process .....	4
3.0 Application Process .....	5
4.0 Normal Eligibility Criteria .....	<del>76</del>
4.1 Mandatory Requirements .....	<del>76</del>
4.2 Key Strategic Areas of Penzance Council .....	<del>87</del>
4.3 Applications which are not usually eligible.....	<del>98</del>
4.4 Guidelines for Grant Applications and Further Information.....	<del>109</del>
4.5 Banking Arrangements .....	<del>1244</del>
5.0 Some Examples of Reasons for Officer/Automatic Return .....	<del>1244</del>
6.0 Deadlines .....	<del>1342</del>

## 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.~~

Formatted: Indent: Left: -0.03 cm, First line: 0 cm

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.

Throughout the document, where financial year is mentioned, for the Council this period is 1<sup>st</sup> April to 31<sup>st</sup> March.

## 1.1 Policy Statement

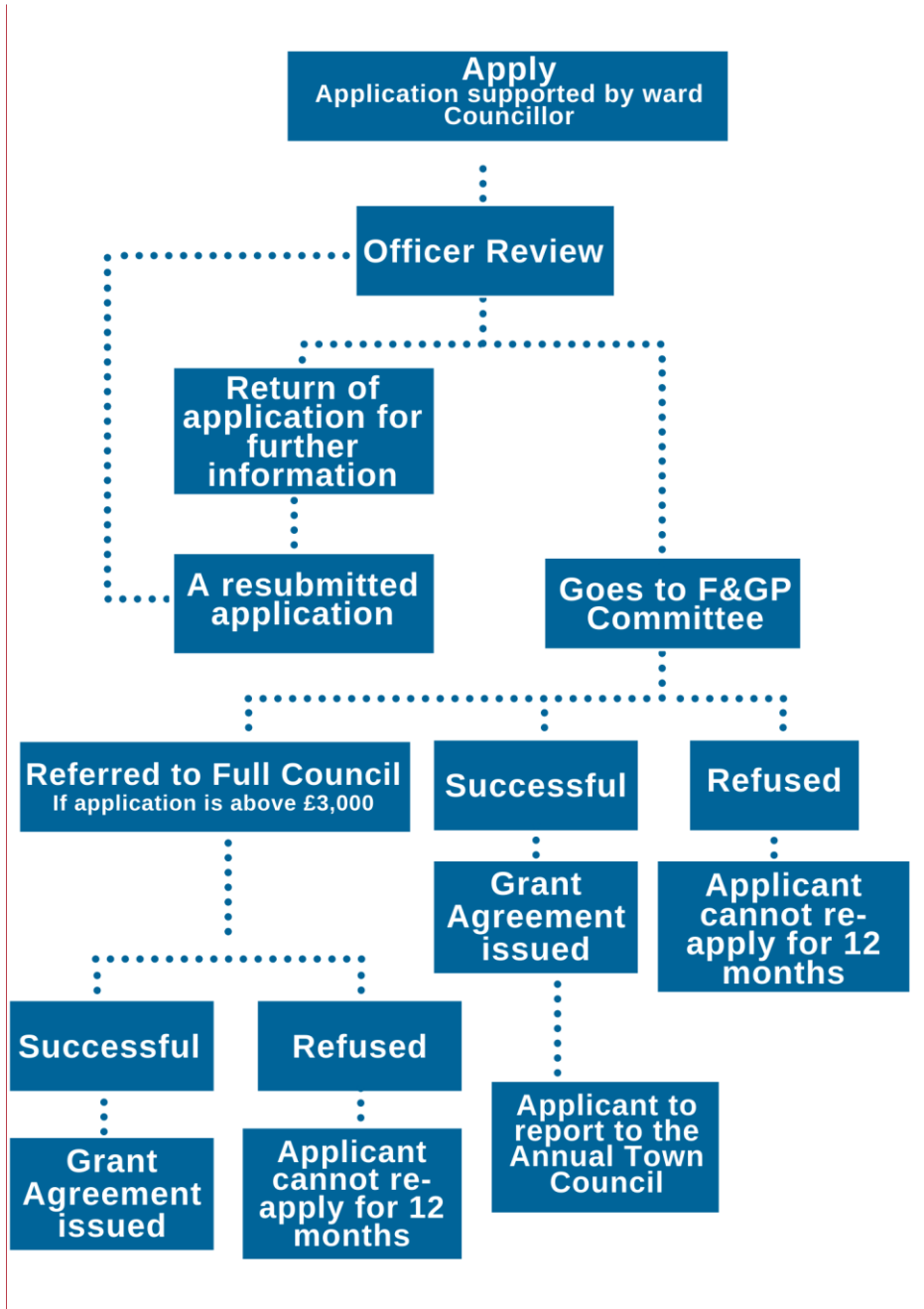
A grant ~~or subsidy~~ is any payment made by Penzance Council to be used by an organisation for a specific purpose in the furtherance of the wellbeing of the community, either generally, or for a specific purpose, and which is not directly controlled or administered by Penzance Council. The purpose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

## 2.0 General Principles

Grant applications must be ~~fully~~ completed in full and assessed against ~~the~~ set of criteria approved by ~~aid down by members of~~ Penzance Council as detailed within this document.

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



**Commented [CS1]:** To update infographic once policy approved.

**Commented [ER2]:** Should be Annual Town Meeting + the same for a grant provided by Council

### 3.0 Application Process

Key:

#### A. Apply

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

An application can only be submitted within one of the defined grant windows. These are published on the Council's website on the grant page ([www.penzance-tc.gov.uk/grants](http://www.penzance-tc.gov.uk/grants)) at the beginning of the financial year. Applications will not be received outside these windows.

There will be five grant windows per financial year that coincide with the scheduled Finance and General Purposes Committee meetings, excluding the meeting where the annual budget is considered (usually December). Grant windows will be open for one month and close six weeks before the scheduled meeting where it will be considered.

#### B. Councillor Support

All applications must have the confirmation of the support of a local ward councillor to indicate their support before submission. Where applications are for a project which is specific to a particular ward, it must be supported by a Councillor who represents that ward.

#### 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 presents it to the next a meeting of the Finance and General Purposes Committee, following the closure of the grant window, for consideration. ~~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 within it must ~~should~~ be addressed prior to the application being re-submitted. A deadline will be provided with a return notice and, if the requested information is not received by this deadline, the application will not be considered and will require a new application to be made during the next available grant window.

#### E. Consideration at Committee

Adopted by Council: ~~6 September 2021 (Updated 22 May 2023)~~

Page 5 of 15

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

~~Applications of more than £1,000 will be require the applicant to present at the appropriate meeting of the Finance and General Purposes Committee or Council Committee.~~

Applicants are invited to the meeting at least ~~five~~ 5 working days ~~prior before the meeting~~. If an applicant or their representative confirms they cannot attend the ~~meeting at date and time~~, then the application will ~~not be presented deferred to a future meeting be considered and will require the applicant to re-submit during and the next available grant window.~~

Applications ~~for~~ of more than ~~£3,000~~ £5,000, that are supported by the Finance and General Purposes appropriate Committee, will be referred to ~~Penzance Full~~ Full Council for a final decision.

#### **F. Referred to Penzance 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~~ Full Council meeting for a final decision. ~~over a grant the Finance & General Purposes Committee wishes to support either in full or in part.~~

~~However, if the Finance and General Purposes Committee refuses a grant application then that decision shall be final and there will be no further consideration by Penzance Council.~~

Formatted: Justified

~~Penzance Full~~ Full Council will either support the grant recommendation ~~(in part or in full), refuse it turn it down~~ or seek further information. If ~~Penzance Full~~ Full Council refuses the grant, that decision is final.

#### **G. Successful**

If a grant ~~application has gone through a committee (and Full Council where relevant) and~~ is successful, then the applicant will be advised that they have ~~twelve~~ 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 and; some conditions may have to be met before any funds are released.

If an applicant does not meet the terms and conditions associated with their grant award then they will be ineligible for any further grants from Penzance Council and any future applications will not be considered.

The twelve12 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 twelve12-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 twelve12 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 of the below mandatory requirements set out below or must provide clear and strong justification as to why they# 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 ~~available~~audited accounts are not available
- Public Liability Insurance Certificates are required for any events or projects
- Employee ~~re~~ Liability Insurance Certificates are required if staff or volunteers 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

Formatted: Justified

Formatted: Justified

- The application must demonstrate evidence of the organisation's commitment to Equality, Diversity and Inclusion.
- Applicants must confirm that they/their organisation have not been awarded a grant from Penzance Council during the ~~preceding twelve months~~current financial year and/or that they do not have any ~~on-going previously Penzance Council granted projects still still in progress~~ which were funded by Penzance Council.
- For grants over £1000, there is a requirement for a **presentation** at the Finance & General Purposes ~~Committee 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 will result in the/er 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 will result in the/er automatic refusal of future grant applications.
- All successful applicants will be asked to report at the Annual Town Meeting to demonstrateshowing 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).
- If the grant is towards a capital project, then it is a condition that a plaque or vinyl is affixed to the granted item with ~~at~~the 'Grant Funded by Penzance Council' graphic; this will be provided by the Council. Instances where this is not possible, potentially due to a building's listing or the nature/size of the item, will be reviewed on a case-by-case basis.

Formatted: Justified

#### 4.2 Key Strategic Areas of Penzance Council

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

Formatted: Justified

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

The current 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:

Value

- Requests for amounts greater than £7,500.

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.71 cm + Indent at: 1.35 cm

Organisations

Formatted: Normal

- Non-constituted or unincorporated 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
- Organisations which intend to use the funding to stage events for profit or for third party fundraising purposes

Services

Formatted: Normal

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

Formatted: Left, Indent: First line: 0 cm, Space After: 2.2 pt, Tab stops: 3.77 cm, Centered

Formatted: Indent: First line: 0 cm, Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Activities

Formatted: Normal

- ~~Applications requesting a~~ retrospective grant award ~~(a project cannot start until it has been considered by a date after consideration by the Finance and General Purposes Committee and, if necessary, Penzance Council, (see schedule on the Council's grant page on the website).~~
- Expeditions or trips
- Bursaries or scholarships
- Projects outside of the Parish that do not provide a significant ~~benefit~~strategie ~~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 ~~the our~~ Parish ~~c~~Community at large
- For buildings ~~which that~~ are uninsured
- ~~A The~~ project ~~which~~ 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 ~~then it will not be eligible to receive in one financial year, it is unlikely it will receive~~ another grant within the ~~same financial year at 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 ~~on from the Responsible Financial Officer or from~~ the Council's 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. ~~a project cannot start until it has been considered by the Finance and General Purposes Committee and, if necessary, Penzance Council. the project start must not be until after the date of scheduled committee meeting where the application will be considered.~~
- 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.

Formatted: Justified

- 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 made available to the organisation when all other funding is in place/secured and for a period of ~~twelve~~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 ~~twelve~~12-month period, a Grant Renewal request must be submitted in writing to the Responsible Finance~~ial~~ 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 Finance~~ial~~ Officer and ~~usually~~ considered by- the body which made the award, 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 first-4<sup>st</sup> 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.~~
- The annual grants budget is agreed as part of the budget setting for the forthcoming year which determines how much is available to award. The annual budget will be split equally between the available grant windows and, if there is any underspend from during one window one meeting, it will be carried forward to and split between the the remaining windows remaining meetings during the financial year, if applicable. of the if applicable.

#### 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
- Application exceeds grant request limit.
- Further information requested on an application has not been received in good time by the deadline 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 advice on next steps required by the applicant (if appropriate).

## 5.2 Automatic Refusal

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

An application from an organisation which has not met the terms and conditions of a previous grant award will be refused automatically with no right of appeal.

**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

### Application Submission Deadlines

Grant applications can only be received within one of the defined windows, these windows are open for a period of one month in advance of a meeting the Finance and General Purposes Committee.

The schedule of grant windows over the year are published on the Council's grant webpage ([www.penzance-tc.gov.uk/grants](http://www.penzance-tc.gov.uk/grants)) at the beginning of the financial year and list when each window opens and closes.

To avoid doubt, the date listed when a window closes is inclusive and applications must be received before midnight (23:59) by email submission; for physical printed submissions, this must be ~~personally~~ received personally by a member of staff during

Adopted by Council: ~~6 September 2021 (Updated 22 May 2023)~~

Page 13 of 15

Formatted: Font: (Default) Arial, 12 pt

Formatted: Font: (Default) Arial, 12 pt

office opening hours before the deadline, a physical copy will be date stamped. No applications will be received outside of these windows.

The time between a grant window closing and the next Finance and General Purposes Committee meeting is six weeks. This allows time for officers to check and review applications through the officer review stage and to receive additional information if requested.

Formatted: Normal

#### Officer Return Notice Issued

The revised application should be re-submitted 1 month prior to the next Finance & General Purposes Committee by the deadline provided by the officer. If the deadline has passed and the information is not received, a new application will be required to be submitted in the next grant window, it will not automatically be carried forward.

#### Refused by Committee/Full Council

Applicants cannot reapply for twelve months from the date of the Committee / Full Council Refusal Notice.

#### Successful Grants

Subject to relevant conditions being in place, successful applicants have twelve months to request the release of the funds before they are 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](mailto:info@penzance-tc.gov.uk) to arrange payment). If the funds are automatically re-allocated after twelve 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 twelve 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 one calendar 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 following through the Officer Review stage).



