

# Caterham on the Hill Parish Council

## GRANT SCHEME

**Approved:** June 2021 by the Finance and General Purposes Committee

**Review date:** June 2023

Caterham on the Hill Parish Council is funded by the residents of Caterham on the Hill and therefore has only limited funds available to assist community organisations located and working in the area for the benefit of the community. Subject to funding being available Caterham on the Hill Parish Council is committed to providing assistance and support to local community groups which are set up to promote community life for Caterham Hill residents. The Council's financial support is provided by way of Grants/donations which are decided against criteria set by, and which can be amended from time to time by, Caterham Hill Parish Council.

### Criteria

1. The applicant is a voluntary or charitable body with a strong connection to Caterham on the Hill.
2. There should be a clear benefit to a significant part of the community of Caterham on the Hill.
3. Support is aimed at specific projects. The Council will normally only commit funds once in each financial year for any one organisation. It cannot guarantee availability of funding in subsequent years.
4. Types of project considered suitable are: improvements to the local environment and amenities; provision of recreational, arts or entertainment facilities.
5. The maximum grant payable per application is usually £1,000, other than in exceptional circumstances.
6. The council looks for some assurance that both the project and the applicant have long-term viability.
7. If a project is still in the planning stage a time-limited offer of a grant may be made conditional upon evidence of a firm commitment to a start date e.g. by placing a contractually binding order. The project for which the grant is claimed should commence within 6 months of the offer or it may lapse.
8. The Council may ask the applicant to incur the expenditure and provide invoices for reimbursement.
9. For more complex grant applications, a thorough breakdown of costs expected and timescale of works will need to be submitted with the application.
10. For grant applications where the Council is only paying part of the costs of a particular project, the Council will pledge a sum which will be held for up to six months until such time as the applicant can demonstrate that they have secured full funding for their project

### Application process

1. Applications for a grant should be sent to the Parish Clerk. The grant form can be downloaded from the website or an application can be made using the grant form on the website [www.caterhamhillparishcouncil.co.uk](http://www.caterhamhillparishcouncil.co.uk)
2. Grants are considered quarterly unless of an urgent nature in which case this should be stated in the application.
3. Applicants will be informed of the council's decision as soon as practicable after the meeting.
4. Requests for less than £100 - application can be by letter; £100 & above – please complete the application form below.

5. All documentation provided will be available for public scrutiny and should be legible.
6. Payments will be by BACS unless a cheque is requested.
7. Payments will only be made payable to the applicant organisation

#### **If successful**

1. The applicant is notified and asked to reconfirm the date on which the funds are required and the payee's name, and to undertake to use the funds for the agreed purpose.
2. A progress report is required within 3 months of the grant being given.

#### **Monitoring and reporting requirements**

As a condition of receiving a grant you are required to complete a short evaluation form. Groups are expected to provide written evidence of what the money has been spent on and the benefit it has brought to the people of the Parish. Such evidence of how the money has been spent should include copies of invoices and receipts, plus attendance numbers, photos, press clippings, etc. where applicable. This information should be submitted within 3 months of the event/project.

#### **General grant conditions**

1. The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application. However, if a group wishes to change the purpose of the grant they must seek approval by writing to the Council who will consider approving the change.
2. Applications for projects where the work has already been completed will not be considered.