



ST CUTHBERT (OUT) PARISH COUNCIL
c/o Somerset Council, Cannard's Grave Road, Shepton Mallet, BA4 5BT
E-mail: parishclerk@stcuthbertout-pc.gov.uk
Tel: 07498 780143

GREEN VILLAGES GRANT POLICY

Adopted by SCOPC: 12 September 2022

Last Review Date: 24 August 2022 (Finance & Scrutiny Committee reviewed), 12 September 2022 (Full Council approved), 16 August 2023 (Finance & Scrutiny Committee reviewed), 11 September 2023 (Full Council approved)

Next Review Date: September: 2028

What is a grant and who is it for?

A grant is any payment made by the Council to be used by an organisation to enhance the life or community of the Parish for a specific purpose which is not directly controlled or administered by the Council.

The Council is keen to offer grants to help local community groups deliver long lasting environmental improvements in their areas and can grant up to £500 per scheme.

To qualify, each scheme needs to involve community participation and meet one or more of the following criteria:

- Reducing our carbon footprint.
- Improving bio-diversity.
- Aiding nature recovery.
- Promoting community participation.
- Encouraging understanding and appreciation of the natural world.

The Council has an annual budget for the award of grants with the intention of improving the range of services and activities to the community. A grant can provide financial support for community organisations working for the benefit of residents. A grant can be awarded to a Parish organisation for an item/items of capital or other non-recurring expenditure or in support of its running (revenue) costs or for a specific project.

The Council can only award grants by using certain powers under Section 137 of the Local Government Act 1972. This allows the Council to award grants to community organisations, schools and other local groups and is a power specific to the activity for which the grant is sought. In other cases, a grant may be awarded where the Council feels that this will benefit some or all of its residents or some or all of the Parish.

Applications will only be accepted from voluntary, charitable and/or non-profit-taking and community organisations. The applying organisation should ideally be a constituted group (but less formal groups will also be considered). The organisation/group should be wholly based in the Parish or be able to clearly demonstrate that it will provide a direct benefit to the residents of the Parish.

Who cannot apply for a grant?

In carrying out its functions as a public authority, the Council seeks to comply with the provisions of the Equality Act 2010 with the intention to be an effective Equal Opportunities organisation. The Parish Council is subject to Part 3 of the Equality Act 2010 and as outlined in Section 149, has a Public Sector Equality Duty to eliminate discrimination, advance equality and foster good relations between different people when carrying out our activities.

The Council is prevented by statute from giving financial assistance to individuals, charities operating overseas or to help persons outside of the UK; organisations intending to support or oppose any particular political party, or to discriminate on the grounds of race, age, gender, sexuality, disability or religion; organisations or business operated as a business or to make profit; health or welfare organisations whose services should be provided by statutory funding; 'upwards funders' eg. local groups whose fund raising is sent to their central headquarters for redistribution or donated to other organisations; national or international organisations or local groups with access to national or international 'umbrella' or 'parent' organisations, unless funds are not available from their national/international bodies, or the funds available are inadequate for a specified project.

Applying for a grant

From 1 April 2017, grants may be applied for quarterly. The Council reserves the right to reject applications which it considers to be inappropriate or against the objectives of the Council. The Council may award less than the amount requested. Any previous grant made will be taken into account when considering a new application. Grants will not normally be awarded retrospectively, for costs incurred but a concession may be made in an exceptional circumstance.

When applying for a Green Villages grant, all you have to do to start with is send the Parish Clerk a brief description of your idea, how you hope to achieve it and you plan to manage it into the future. Your idea will be passed onto the Council's Environment Working Group (EWG) and if the EWG accepts your idea, you will be asked to fill in an application form giving a bit more background information about your group and scheme. The EWG will consider your application and may then recommend approval of the grant to the Council's Finance & Scrutiny Committee who meet quarterly. Ideas that are promising but perhaps need a little more work will not be rejected and the Council's EWG will help you develop them.

An organisation must also complete a Grant Applicant Bank Details form. A written constitution that has been formally adopted by the members of that organisation (or a similar document of agreement between individuals where their association is less formal) may be requested. The organisation must be able to demonstrate that it is properly managed and able to run its affairs responsibly.

A Grant Application form and Grant Applicant Bank Details form can be obtained in several ways:

Online: visit the Council's website www.stcuthbertout-pc.gov.uk

By post: write to The Parish Clerk, St Cuthbert (Out) Parish Council, c/o Monitoring Officer, Somerset Council, Cannards Grave Road, Shepton Mallet, Somerset BA4 5BT

By email: write to parishclerk@stcuthbertout-pc.gov.uk

By phone: call the Parish Clerk on 07498 780143

As soon as is practical after the Finance & Scrutiny Committee meeting, the Clerk will advise whether the grant application has been successful and will arrange payment of the grant. The grant will be made payable to the organisation's bank account and not to any individual. Any cheque issued for a grant must be cashed by the end of the Financial Year in which it is issued (ie. 31 March); no grant award may be

carried over to the next financial year. A Grant Receipt Acknowledgement form will be sent to the applicant with payment of the grant and this should be completed and returned without delay.

The Council reserves the right to reference the grant application in Agendas and Minutes. The Council requires grant recipients to feedback to the Council on how the grant has benefitted the Parish. The Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the Grant Application form.



ST CUTHBERT (OUT) PARISH COUNCIL GREEN VILLAGES GRANT APPLICATION

To apply for a grant, please complete both this Grant Application form and the Grant Applicant Bank Details form and return to:

PARISH CLERK

St Cuthbert (Out) Parish Council
c/o Monitoring Officer
Somerset Council
Cannards Grave Road
Shepton Mallet BA4 5BT
Tel: 07498 780143
Email: parishclerk@stcuthbertout-pc.gov.uk

If you need assistance completing this form, please contact the Parish Clerk.

Name of organisation:
Correspondence address for organisation:
Telephone contact details:
Email contact details:
Position of person in organisation completing this application:
Name of person completing this application:
Signature of person completing this application:
Amount of grant applied for:
Date of application:

What does your organisation do?
When was your organisation formed?
Is your organisation a registered charity? YES/NO. If YES, please supply the Charity Commission Registration Number:
Is your organisation part of, or affiliated to, any national organisation? YES/NO. If YES, please give details:
Does your organisation have a constitution? YES/NO. If YES, a copy may be requested.
Where does your organisation meet?
How frequently does your organisation meet?
How many members does your organisation have? If your organisation is not membership based, please give details of the number of people you work with or provide services for and how many are resident in the Parish.
Briefly describe the purpose or project for which you require a Grant. How will it benefit the community or residents of the Parish? Is it for the benefit of your members or the wider community? Is it aimed at a particular group within the community? <i>Please note the Council requires recipients of grants to feedback to the Council on how the grant has benefitted the Parish.</i>
Have you received or applied for funding from other sources in respect of this project? YES/NO If YES, please give details: Name of funding organisation: Amount applied for: Amount received:

If there is any other supporting information, please send on a separate sheet with this application form