

COMMUNITY GRANTS POLICY

Introduction

Penryn Town Council operates a Community Grants Scheme a budget for which is set annually by full Council. The purpose of the scheme is to provide financial assistance to community groups, voluntary organisations and charities which provide services that benefit residents of the Parish of Penryn.

Eligibility criteria

1. Grant applications will **not** be considered for:
 - (a) an individual;
 - (b) a religious purpose;
 - (c) a political purpose;
 - (d) a race-related purpose; or
 - (e) a private organisation operated as a business to make a profit or surplus.
2. Applications will be considered from community groups and charitable organisations serving Penryn residents.
3. Small grants of up to £300 will be considered up to the full amount of the cost of any project or activity for which the application is made.
4. For grants of more than £300, the Town Council will normally expect to see match funding from another source and will also require a copy of the latest set of annual accounts.
5. The organisation will normally be expected to have a written constitution, a copy of which should be submitted as part of the application. Any organisation working or in contact with children should also enclose a copy of its Child Protection Policy.
6. Only one grant application will be considered from each organisation in any one financial year. Applicants who have received previous grants from Penryn Town Council in the last three years should give full details of the support received.
7. The Town Council will consider grants from national charities provided that they operate within the Parish of Penryn. Due to the high number of such organisations, national charities awarded a grant should not re-apply within a three-year period.
8. Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year.
9. Each application will be assessed on its own merits.

Application process

Requests must be made by completing the application form, and sending together with all required documentation to the Town Clerk by post or email.

Address: Penryn Town Council, The Library, St Thomas Street, Penryn TR10 8JN

Email: townclerk@penryntowncouncil.co.uk

Applications will be considered at every meeting of the full Council (excluding the annual meeting held in May each year).

Applications received after the agenda is published will be deferred to the next meeting of the Council.

It is advisable therefore to submit applications at least seven working days before a meeting.

Meeting dates are available on the Town Council's website www.penryntowncouncil.co.uk or by contacting the Town Council (01326) 373086

Decision process

Decisions will be made by a meeting of the Council. On occasion, Town Councillors may wish to visit your organisation to gather further information.

The Council's decision is final and there is no right of appeal.

If the Council is unable to offer financial support, they may choose to offer support in other ways, for example, promotion through its website and noticeboards, or provision of a venue.

Payment Process

Payment may be made by Bank transfer or cheque **only**. Applicants should indicate their preference on the Payment Details form.

Payments can only be made to an account in the name of the organisation and **not** to an individual.