

# St Keyne Parish Council

[www.stkeyneparishcouncil.org.uk](http://www.stkeyneparishcouncil.org.uk)

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## Grants & Donations

### Frequently Asked Questions

#### How do I apply?

If you want a small sum of money (usually less than £50), please write to the Clerk and make your request. The amount of detail you give needs to be relative to the amount of money you are requesting. See details below.

Whatever the size of your application, we need to receive it at least one month before the council meets in order to properly assess it. See our website for meeting dates.

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The table below shows what money we have available.

SMALL DONATIONS	
Who can apply	Local community groups and regional charities. No individual people.
Annual Budget	£250. This will be reviewed in November each year.
Application value	Usually no more than £50.
When	Applications may be considered at every public meeting.
Process	Please write a letter of application to the Clerk explaining what the money will be used for, and how it will benefit the people in our parish.

#### What can I use the money for?

Money from the parish council can be used to

- Pay your running costs
- Buying small items of equipment
- Venue hire
- Insurance
- Licences
- Staffing costs (for example security)
- Publicity e.g. printing newsletters, event programmes

Or as a contribution towards a larger project.

#### What can't I use the money for?

- For events that have already taken place (no retrospective payments)
- Political activities or those that promote a particular faith
- For events that are already being run by someone else
- Any event whose only aim is to make a profit for the organiser
- To benefit an individual person. Our funds are for community benefit.

#### How long do I have to apply?

You can make your application anytime, but we need to receive them before our meeting.

#### If we are successful, is there a time limit for us to spend the money?

You will need to spend the money within the time limits you have given in your application. If you are unable to keep to that timetable, please contact us to agree an extension.

#### How do I apply?

Write a letter to the parish clerk and email it to [clerk@stkeyneparishcouncil.org.uk](mailto:clerk@stkeyneparishcouncil.org.uk) at least three weeks before the meeting date.

**What is my group is based outside of the parish?<sup>1</sup>**

Grants and donations can only be used to benefit local groups and residents in the first instance. However, if you are a national group that works locally or have your office in Cornwall but outside of St Keyne parish, councillors will retain your application and consider making an award in March of each year. This will be dependent on their being funds remaining in the budget that has been set aside.

**Can we apply for part-funding of a project?**

Yes and we need to see where the other funding is coming from.

**We can't contribute cash**, but our volunteers give their time and we have donations in kind from our community. Is this taken into account? We look at all aspects of your group to see how well you are supported and engage with the community.

**Are there limits on what I can apply for?**

There is no minimum amount you can apply for, and we will consider every application on its merits. We have a limited budget, and that may influence the amount of funding we can give.

**Who decides if we get the money or not?**

Decisions are made by all councillors of St Keyne Parish Council with help and advice from specialist assessors. Once the council has agreed to accept your application, we may have further questions to ask you. Decisions will be made according to the criteria listed above. The Parish Council's decision is final.

**If we are successful, how soon do we get the money?**

Once the council has made its decision, we will confirm in writing. For small grants and donations, we will send you a cheque. You will need to accept our Terms & Conditions before any payment is made.

**After the event**

We want to know how well you did. Every successful applicant will have the chance to feedback to us on what went well, and what you might have done differently. This will help the council to understand more about the community's work, and enable you to plan better in the future.

**What are the next steps?**

Check our Terms & Conditions. If you are not sure if you qualify, please contact us and talk your idea over.

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Contact St Keyne Parish Council	
Web	<a href="http://www.stkeyneparishcouncil.org.uk">www.stkeyneparishcouncil.org.uk</a>
Email	<a href="mailto:clerk@stkeyneparishcouncil.org.uk">clerk@stkeyneparishcouncil.org.uk</a>

Adopted: 14 November 2017

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<sup>1</sup> Councillors agreed to include this explanatory note on 13 February 2018.