

## KIRKBURTON PARISH COUNCIL

### Small Annual Grants Scheme – Rules & Criteria 2025 - 26

#### Timescale:

September 2023	Forms become available. They can be downloaded from the website, and are also available on request from the Clerk and local Parish Councillors.
27 October 2023	Closing date for receipt of completed forms with all supporting documentation.  Late applications will be automatically refused.
December 2023	The decisions on all of the applications will be listed in the Grants & Community Projects Committee minutes.
April / May 2024	Payments will be made.

#### **Eligibility**

To be eligible organisations must fulfil the following criteria:

1. It must be a community group with no restrictions on membership, located within the Parish and provide benefits to local residents.
2. It must have a Constitution or Mission Statement showing what the organisation does and how it operates.
3. It must have a bank account in the name of the organisation making the application.

Churches and schools are not eligible for a small annual grant, but they may apply for a general grant and a clock grant, if they meet the criteria.

Last year a number of emailed applications did not reach the Parish Council, so to try and avoid that situation recurring this year, please put SMALL ANNUAL GRANT in the subject line. That will make it easier to see, should the email go into the Spam folder.

**Groups are advised to have a generic email address eg [happy.playgroup@gmail.com](mailto:happy.playgroup@gmail.com) so that it stays the same when the personnel changes, and is less likely to be put in the Spam folder.**

**Maximum Grant:** £300.

#### **What can the grant cover?**

The purpose of the small annual grant is to help organisations to keep operating. It can be for running costs or equipment.

#### **Is there anything which cannot be paid for by a small annual grant?**

Most things can be funded by the Parish Council, but occasionally there are some items which it cannot legally cover. If your application falls into this category, the Clerk will contact you.

The grant cannot cover the cost of any items already purchased, sometimes referred to as retrospective grants. So groups must wait until the Council has taken the decision on the application before placing any orders. If orders or purchases have been made before the decision on the grant has been taken, the application will be invalid.

#### **How to apply?**

Groups just need to answer all of the questions on the small annual grant application form, and supply the most recent Constitution or Mission Statement, unless the Parish Council already has a copy on file. The application and supporting documents must be received by the deadline or it will be automatically refused.

#### **How is the application dealt with?**

In the first instance applications will be considered by the Grants & Community Projects Committee, which will make recommendations to the Council. The Council will normally take the final decision at the December Parish Council meeting.

The outcome of the applications will be included in the November Grants & CP Committee minutes, which will be uploaded to the website after the December Parish Council meeting:

<http://www.kbpc.co.uk/Minutes.aspx>