

South Trumpington Parish Meeting: Grant Policy

Introduction

South Trumpington Parish (STP) was formed in April 2017. It covers the area of Trumpington Meadows Development approximately to the south of Hunstman Road. A map of the Parish boundary can be found at <https://www.southtrumpington.co.uk/south-trumpington-parish-boundary/>

South Trumpington Parish Meeting (STPM) meets four times per year in April, July, October and January at Trumpington Meadows School. Details of meetings are posted on the website: <https://www.southtrumpington.co.uk/>

All meetings of STMP are open to the public and press. Only registered electors of STP can make proposals and vote on items.

All residents living in STP pay a precept to the Parish as part of their council tax. The money collected can be used for community-based projects, including through grant funding. All residents can have a say in how this money is spent.

Grant Policy Statement

A grant or subsidy is any payment made by STPM to be used by an organisation or individual for a specific purpose in the furtherance of the wellbeing of the community, either generally, or for a specific purpose and which is not directly controlled by STPM.

The purpose of any grant or subsidy given by STPM is to support initiatives in the local community and to help create opportunities for the residents of STP that are not as a matter of course funded by South Cambridgeshire County Council.

Grants can be given for projects which benefit residents in the wider locality as long as residents of STP are also able to benefit. Ongoing grant funding for future years will not be given although applications may be made in subsequent years.

Guidelines for grant applications

STPM will award grants, at its absolute discretion, to not-for-profit, charitable or volunteer organisations or worthy causes which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish in a positive way

STPM will award grants at each of its quarterly meetings. There is no set amount that can or will be awarded although grants which exceed £3,000 in any financial year are unlikely to be made.

Grants have previously been awarded to the Trumpington Kids Clothes Hub, Trumpington Food Hub, 1st Trumpington Scout Group, TMDAG's Father Christmas, Trumpington Meadows Primary School's Platinum Jubilee party and others.

STPM will **not** award grants to:

- Private individuals
- Commercial organisations
- Purposes for which there is a statutory duty upon local or central government to fund or provide unless such duty is devolved to the community or local level by agreement
- Political parties
- Upward funders ie local groups where fundraising is sent to a central HQ for redistribution
- Religious organisations, unless for a purpose which does not discriminate on grounds of belief
- Any organisation which in the view of STPM is racist, extremist or otherwise deemed unacceptable to the STPM.

Grant application procedure

Applications for grants should be made in advance of a quarterly meeting, the dates of which can be found on the website. Applications should be made using the application form below, or by letter covering the same information.

Applications will be accepted at any time, although consideration will only be given to grants at a meeting of STPM. Applications should ideally be emailed to the clerk 2 weeks in advance of the meeting – approximately by the end of March, the end of June, the end of September and the end of December. Verbal requests will be considered at the meetings but should be followed up in writing before funds are released.

Grant applications will be tabled and discussed at the next available meeting. The grant will be awarded following a majority vote by eligible attendees at the meeting. Support is required from either the elected Chair or elected Vice-Chair. If both the Chair and Vice-Chair object to the grant proposal, funding will not be granted.

Those in attendance directly involved with the application are not entitled vote and will be asked to leave the room during the debate and vote.

Condition of grant funding

1. A grant award must only be used for the purpose stated on the application within a period of 1 year from receipt of funds (unless a different timescale is agreed in advance).
2. Monies in respect of grants given for events or purchase of equipment will be paid out shortly prior the funds being required – [28 days notice] is required for payments. Money for ongoing spend will be paid out within [28 days] of the meeting.
3. Monies are to be paid into a bank account in the name of the receiving organisation, not into the bank account of an individual.
4. Acknowledgement of the grant must be made in all publicity, notices or other information citing 'South Trumpington Parish Meeting'.
5. Any requests by STPM for information from the organisation for its own purposes should be complied with and responded to within the timescales given.
6. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all unexpended monies must be returned to STPM. STPM may require proof of expenditure.

7. Recipients will be responsible for administration and accounting for any grant. All awards must be properly accounted for and evidence of expenditure should be supplied to STPM as requested.

South Trumpington Parish Meeting

Grant Application Form

Please complete the form below, or write a letter including all the sections below, and email to the clerk: clerk@southtrumpington.co.uk

Organisation	Contact Name
Telephone	Email
Address	
Please provide a brief description of the group and its aims. Please include details of any connection with South Trumpington Parish.	
Please describe what the grant will be used for and how it will benefit the residents of South Trumpington Parish. Please provide an estimate of how many people in total you hope to benefit.	
Please set out how much money you are asking for and how this relates to the total project costs. Please tell us about other sources of funding that you have or have applied	

for.

Please provide details of your organisations bank account

Please provide a copy of your last 2 years accounts (if you have them)