

## Mendlesham Parish Council Grant funding policy

Whilst Mendlesham Parish Council has the power to grant funding to different organisations, mainly under the Power of Competence, any monies granted will come from public funds i.e. the Precept. It is therefore anticipated that the majority of requests, particularly from village organisations will be directed towards Mendlesham Community Council or Mendlesham Trustees for consideration rather than the Parish Council.

Types of applications:

### 1. Requests for Community Centre hire fee reductions/waivers:

The standard/published tariff will be applied at all times by the Parish Clerk and Community Centre Co Ordinator without further reference to Mendlesham Parish Council. Any enquiries will be advised to contact Mendlesham Community Charity. This will help to protect Community Centre finances which rely on grants received from local Charities and prevent the granting of funds from any grant monies received by the Community Centre. This will also ensure that all users of the Community Centre are treated equally.

### 2. Requests for financial support from organisations domiciled outside the parish of Mendlesham, but providing support and information services to Mendlesham residents:

To be considered once a year towards the end of the financial year, against budget.  
To be agreed at an Ordinary Parish Council meeting.

### 3. Requests for support from organisations within Mendlesham Parish

To be considered by the Parish Council at an Ordinary meeting, only if the organisation is considered under threat of closure or in an emergency position and all other funding avenues have been exhausted

Organisation Criteria:

- To be available for use and enjoyment by the Public (private membership clubs are therefore not eligible).
- To be located within the Parish of Mendlesham.
- This money will be used if possible, to attract further funding to ensure “best value”.
- No work to be commenced until grant has been approved.

Information required:

- The full name and address of the organisation (to include charity number if applicable) to which correspondence should be addressed and cheques made payable in the event of a grant being made.
- A brief description of the organisation and its activities.
- What the grant is for.
- Amount requested.
- Details of the needs/benefits of the project to the Community.
- Information about the “Committee/Management Team” implementing the project.
- Implementation timescales.

- Three current quotations for any work/purchases.
- Financial information: latest audited accounts, where available, financial background and anticipated future trends.
- Details of other funding applications/fundraising activities being undertaken and amount raised so far.
- Depreciation and Replacement policy ie how assets will be maintained and replaced as they wear out?