



COGGESHALL PARISH COUNCIL

Rules for Grants and Donations

1. Applications must be made on the appropriate Coggeshall Parish Council application form which is available from the Parish Office or the website.
2. Applications will be received through the year and considered against the budget.
3. The PC Grants system must not be viewed as a simple alternative to self-financing or subsidising self-sufficiency in the running costs of the venture (club, organisation or society).
4. Grants must not be used by clubs, organisations or societies to avoid passing onto their members a realistic cost of membership in the day to day running of the club, organisation or society.
5. Grants will only be made to a properly constituted club, society or organisation and not to individuals. The club, society or organisation must not be a club or organisation that has been set up in name only in order to qualify for grant application status.
6. The club, society or organisation must be able to demonstrate they are a bona-fide club, society or organisation by supply of information as may be requested e.g: Capitation register, bank statement, or proof of affiliation to governing bodies.
7. A grant will not be made to a club, society or organisation that does not seek established and regular financial support from its membership by way of self-help.
8. A grant will not normally be made to a club, society or organisation that is unwilling to self-finance itself as opposed to being unable to.
9. Applicants must indicate what regular and ongoing incoming revenues they have to self-support their activity.
10. An award of grant or donation will not normally be made to cover ongoing costs as these may be variable or indeterminate. Coggeshall PC may (at its discretion and only in very exceptional circumstances) make such an award. The applicant will be required to demonstrate the accuracy of any such application based on verifiable historical information which can be validated via billing notices, invoices or cash receipts. In the event of any such award being made the sum awarded will be paid at the end of May in the year following that in which the application is made.
11. Donations to a charity (whoever the charity or however well known they are) will only be made to a registered charity supplying documentary evidence of charitable status and must be covered by legislation permitted by Parish Council.
12. Matched funding may apply to any grant made; the applicant to demonstrate in the application the funding already secured to fund the project for which application for a PC grant is made.
13. Coggeshall PC is not under any obligation to award a grant, even a reduced one, just because application has been made.
14. The application shall contain properly audited accounts and/or balance sheet and/or financial statement for the previous year.
15. The application shall contain a properly constructed business case/purchase plan justifying the application and must clearly describe the specific purpose for the grant application.

16. The applicant must state the specific amount of grant applied for.
17. The applicant must, where the grant is intended for the purchase of goods or services include a minimum of 2 verifiable quotations for supply and provision of the goods or services.
18. The grant application must clearly state how the award of the grant will benefit the village of Coggeshall.
19. An application that does not contain all of the requested supporting information will be referred to the applicant with no decision made on the application.
20. Where supporting information or documentation is omitted from the application the applicant must provide the same to the Parish Clerk within 14 calendar days of being so advised. Failure to remedy the oversight or late submission will cause the application to fail without further consideration.
21. Ensuring suitability for purpose of goods and services and compliance with all appropriate standards and regulations is the responsibility of the applicant. Coggeshall Parish Council accepts no liability whatsoever in any respect arising out of purchase or use of goods or services acquired consequent on the award of a grant.
22. The PC grant scheme must not be viewed as the option most likely to succeed. The applicant must provide proof of what other grant awarding bodies have been approached e.g. central government, county and borough councils, lottery funding, 'The Community Hub' available through RCCE, or sports foundations, and be able to demonstrate the outcome and/or current status of those applications.
23. Where application is made to help fund equipment, goods and services or projects the award will only be made following the presentation by the applicant of written confirmation that the proposal has been carried out and valid invoices showing the associated cost for which grant application was made has actually been incurred.
24. A Coggeshall PC decision to make an award of grant or donation will remain in principle only until such time as the applicant satisfies the conditions for transfer of the award.
25. Any in principle award made by Coggeshall PC will automatically become void if not claimed within 12 calendar months from the date on which the applicant is informed of the award by the Parish Council. The date of information will be the date shown on the letter from the Parish Council giving notification of the award.
26. An applicant, in showing the grant award has been spent for the purpose for which it was made, must return any unspent monies to the Parish Council. The Parish Council reserves the right to check invoices and quotations.
27. Grant application may not be made for payment of salary or wages.
28. Grant application may not be made to cover the costs of charges levied by the Parish Council. A grant will never be made that is in excess of the amount applied for.
29. Where the final project cost is less than the figure contained in the application form and on which the award was based the grant aid will be reduced proportionately.
30. Any grant award made by the Parish Council will be based on the merit of the application, compliance with the PC rules governing the award of grants and donations and the amount of money available for funding awards during the applicable financial year. The Parish Council will bear in mind that they are spending public money and have a duty to all of the Council Tax Payers of Coggeshall to exercise due prudence and probity in spending their money.

31. If any club, society or organisation, representative thereof, or person acting on their behalf, whether acting singly or collectively, knowingly makes false declaration in order to obtain a grant from Coggeshall Parish Council, that representative, person, club, society or organisation will, in addition to any possible legal sanction, be required to immediately refund the grant in full. The representative, person, club, society or organisation involved will, in addition to any legal sanction, be barred from any further grant application to Coggeshall PC for a period of at least 5 years.
32. Any grant or donation will only be made in accordance with statutory powers and provisions as applied to Coggeshall Parish Council.