



## **PENZANCE TOWN COUNCIL**

### **GRANT AWARDING POLICY (Revised 5.2.18)**

#### **Penzance Town Council Small Grants Award Policy**

Penzance Town Council provides small grants of money to local community groups and charities that provide benefits to Penzance residents (the Parish). A budget for small grants is set annually at the beginning of the financial year.

Priority is given to Penzance based organisations but the Council will consider grants to organisations not based in Penzance where they can show that they are directly working with, or on behalf of, Penzance residents.

Grant applications will **not** be considered where the applicant is:-

- not providing a service to the community in Penzance.
- supporting a national or international appeal.
- requesting an award retrospectively.
- an individual (organisations may seek grants for individuals).
- a single 'for profit' business.
- a political group or promoting political beliefs.
- discriminating on the grounds of age, colour, disability, marital status, race, gender, nationality or religion.
- applying for animal welfare.

Grant applications will be considered where:-

- The applicant can demonstrate that a grant will be of benefit to the community of Penzance  
and
- The applicant is a not-for-profit organisation.

The order of priority in awarding grants will be:-

1. Locally based organisations serving the residents of Penzance.
2. Cornwall based organisations serving the residents of Penzance.
3. Regional and national organisations where there is evidence of benefits to the residents of Penzance.

Grant applications that do not meet the conditions outlined may be considered on their merits by Committee, following initial review by the Chair and Vice Chair of the Finance and General Purposes Committee.

### **Applying for a grant**

- Applicants can receive only one grant in any one financial year.
- Applications must be made on the form supplied.
- Applications are to be addressed to Town Clerk and either emailed, posted or handed in at the Town Council Office.
- All grant applications must be accompanied by the latest set of annual accounts, failing this, a current statement of the organisation's funds and balances
- Applications for grants that do not comply with these guidelines will not be considered by the Committee.
- Applications will be considered by the Finance & General Purposes Committee at their regular (bi-monthly) Committee Meetings
- Applications must be submitted, at the latest, by the close of business on the Monday of the week preceding the week of the Finance & General Purposes Committee meeting.
- The applicant may attend the Committee meeting and speak in support of their application if they wish to do so.
- Grants may be made for less than the amount granted.
- The Committee's decision will be final

### **After award of a grant**

- The grant must be used only for the purpose for which the application was made.
- The Council requires, as a condition of approval, that the support of the Council is acknowledged in all press releases etc.
- Feedback is given to the Council on the use of the monies awarded.
- The money must be used within two years of award.
- Any unspent monies after this time must be returned.

### **More information or advice**

If help is needed filling in the form or further information required, please contact:-

The Town Clerk  
Penzance Town Council  
Penlee Centre, Penlee Park  
Penzance TR18 4HE

or email: [info@penzancetowncouncil.co.uk](mailto:info@penzancetowncouncil.co.uk)