



Small Grant Application/Donation Policy

St Mewan Parish Council will consider applications for grants from voluntary groups or charitable organisations.

To qualify for an award the applicant must be able to demonstrate that any funding from St Mewan Parish Council will benefit the Parish, or residents of the Parish.

Grant applications will be dealt with by the Full Council.

In determining the validity of an application, the Parish Council will refer to the following guidelines:

1. For the purpose of purchasing equipment either in part or in full for a Community Group/Building.
2. For the funding of transport that will enable group members to partake in a group trip or outing regardless of their incomes.
3. For training activities, or to purchase the expertise of an outside trainer/ instructor/ facilitator.
4. For activities that raise the profile of the area.
5. For running costs of a viable group that is experiencing a period of hardship from a Community Building.
6. For hosting special events or celebrations.
7. For the provision of recreational facilities.

Conditions: –

1. Grants/Donations will not be awarded to individuals or private businesses/homes.
2. Additional applications within a 12-month period will not normally be considered.
3. The award must be used for the purpose for which the application was made.
4. If the group is unable to use the award for the stated purpose, all monies must be returned to St Mewan Parish Council.
5. All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If St Mewan Parish Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded.
6. St Mewan Parish Council reserves the right to withhold any agreed grant until such time as satisfactory invoices or evidence of the project can be presented to the council.
7. Donations to Registered Charities in response to a general fundraising appeal will be restricted to an upper limit of £25.00 or at the discretion of Full Council.
8. Groups operating outside the parish boundary will normally be limited to an upper limit of £100 and at the discretion of Full Council.
9. Any grant awarded by St Mewan Parish Council may be subject to additional conditions

as determined by the council.

10. Grants to be considered will not be over £500

Eligibility: –

1. Any Charity, Voluntary Group or Community Organisation.
2. Agencies that operate within St Mewan Parish and are of benefit to the local community, with the following provisos:
 - St Mewan Parish Council will not fund activities that it considers to be the responsibility of a Statutory Authority.
 - Applications from schools for an activity that takes place within the school day will not be considered.
 - St Mewan Parish Council will not fund activities outside its powers and functions.
 - This list is not exhaustive, and the final decision will be with the Parish Council.

GRANT APPLICATION FORM

Name of Organisation:

Correspondence Address:

Contact Name:

Telephone Number:

Email:

Registered Charity? Yes/No If Yes

Charity Number:

For what purpose is the grant required?

Amount of grant required £

Who will benefit from the project?

Continue on a separate sheet if necessary.

Have you applied for any other grants in the last 12 months?
Please list organisation(s), amount and whether successful or not.

Please note: A copy of recent bank statements of the organisation is required.
The Parish Council will require a statement of how the money was used and when, within 12 months of receipt of the grant (this is a statutory requirement).

CERTIFICATION: -

- I certify that the above information and the contents of the attached documents are correct at the time of applying.
- I understand that if any of the information is subsequently found to be incorrect this may lead to the organisation being disqualified from consideration and/or the withdrawal of any grant awarded.
- I agree to my organisation being bound by the eligibility criteria and any conditions set by the Parish Council.
- If successful, the Parish Council will expect the organisation to publicise the contribution made.
- There will also be conditions attached to any grant awarded covering how to repay the grant should it not be used as per the application form, or if the event is cancelled.
- Acceptance of any funds will be deemed to be agreement of conditions within the policy.
- To submit a statement within 12 months of receipt of the grant outlining expenditure and understand receipts may be requested.

Signed

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Print Name	Date
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Completed application forms and supporting documents to be sent to: The Clerk of St Mewan Parish Council c/o Tre-Bethan, The Chase Sticker St Austell PL26 7HL or email to parishoffice@stmewanparishcouncil.gov.uk

Reviewed and Adopted: 13th May 2026
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