

## Menston Parish Council (MPC) Grants Policy

### 1. Purpose of the Grants Scheme

Menston Parish Council (MPC) awards grants at its discretion to voluntary, community, and charitable organisations that can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service;
  - Enhancing quality of life;
  - Improving the local environment;
  - Promoting Menston in a positive way; or
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### 2. Eligibility

Applications will only be accepted from organisations that:

- Operate within, or primarily benefit, residents of Menston Parish; and
- Are voluntary, community-based, or charitable in nature; and
- Can demonstrate alignment with the aims listed above.

#### Ineligible applicants include:

- Individuals;
  - Commercial or profit-making organisations;
  - Political, lobbying, or religious bodies where the activity is primarily political or religious in nature.
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### 3. Grant Amounts

To ensure fair distribution of funds and support for as many local initiatives as possible:

- Organisations may apply for **grants of up to £2,000** as a general guide.
- MPC retains discretion to award **larger amounts** in exceptional cases where a project demonstrates significant and lasting benefit to the community.
- Organisations will not normally receive more than one grant within a **rolling 12-month period**.
- Repeat funding should not be assumed.

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#### 4. Application Process

- Application forms are available from the Clerk or on the MPC website.
- Completed forms and supporting documents must be received by the Clerk **at least 15 clear calendar days before** the relevant Council meeting.
- The Clerk will ensure the application is complete before it is referred to Council for consideration.
- Applicants may be invited to attend the meeting where their application is discussed.
- Retrospective applications will not normally be considered.

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#### 5. Supporting Information Required

Applications must include:

- Latest annual accounts (or financial statement for new groups);
- Evidence of need and benefits to Menston residents;
- Copies of relevant quotes:
  - 1 written quote or catalogue copy for items under £1,000;
  - **3 written quotes for items or work exceeding £1,000, where possible, or an explanation as to why not** (e.g. use of a trusted or specialist supplier);
- Evidence of consultation with affected parties (if relevant);
- Proof of planning or other permissions (where applicable);
- Details of other funding sought or secured for the same project;
- For organisations with significant reserves, an explanation for the request.

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#### 6. Assessment Criteria

All applications will be considered on merit, taking into account:

- The extent of benefit to Menston residents;
- The organisation's financial position;

- Availability of other funding sources;
  - Evidence of sustainability and good governance;
  - Contribution to developing local clubs, activities or services that are accessible to a wide range of ages and backgrounds;
  - Alignment with MPC's powers and strategic objectives.
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## **7. Award Conditions and Monitoring**

- Organisations awarded grants must acknowledge MPC's contribution in any publicity or promotional materials (copies may be requested).
  - A short written report must be submitted to MPC **within 12 months** of the award explaining how the grant was used and the outcomes achieved.
  - MPC may request a presentation at the Annual Parish Meeting.
  - Unspent funds must be returned to MPC if not spent within 9 months of the grant being awarded.
  - MPC reserves the right to reclaim funds not used for the stated purpose.
  - Any award may be subject to additional conditions and requirements that MPC considers appropriate.
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## **8. Additional Notes**

- MPC may publicise grant awards in newsletters, websites and other materials.
- Applications for core running costs will only be considered in cases of short-term difficulty where the organisation demonstrates a plan toward financial sustainability.
- MPC can only make grants where it has the statutory power to do so.
- Applicants should demonstrate a commitment to equality, diversity, accessibility, and inclusion.