



## **PENISTONE TOWN COUNCIL SMALL GRANT POLICY**

### **1. Introduction**

1.1 Under various sections of the Local Government Act 1972 Penistone Town Council has the power, but not the obligation, to make grants available to local community, voluntary and not for profit groups in Penistone.

1.2 Penistone Town Council is funded by the residents of Penistone via a charge on the Council Tax collected by Barnsley Metropolitan Borough Council. It has, therefore, only limited funds available to assist local groups.

### **2. Aims of the Grant Making Programme**

- 2.1 To enable local people to participate in voluntary groups and activities.
- 2.2 To help the Town's voluntary groups to improve their effectiveness.
- 2.3 To support organisations which meet the needs of people experiencing social exclusion or economic difficulties.
- 2.4 To ensure there is equality of access and opportunity for all residents of Penistone to the services it provides and funds.
- 2.5 To improve or enhance the local environment.
- 2.6 In all considerations Penistone Town Council will aim for value for money for the local taxpayer.

### **3. Who can apply**

- 3.1 Grants will only be considered for groups and organisations based in and operating within Penistone which are able to demonstrate a need for financial support to benefit the local community and / or are providing a service in the parish.

### **4. Activities that will not be supported**

The following will not be considered for support:

- 4.1 Applications by individuals
- 4.2 Regional or national organisations
- 4.3 Commercial organisations

- 4.4 Purposes for which there is a statutory duty upon other local or central government departments to fund or provide.
- 4.5 “Upward funders” i.e. local groups where fund raising or a tithe of all funds raised is sent to a central H.Q.
- 4.6 Political parties.
- 4.7 Activities of a religious nature.
- 4.8 More than one application by the same organisation in one year will not usually be supported.

## **5. Conditions of awards**

- 5.1 The grant must be used for the purpose for which the application was made.
- 5.2 All awards must be properly accounted for and evidence of expenditure should be supplied to the Council if requested. The Council reserves the right to request a refund of all or part of any monies awarded if it is dissatisfied with the information provided.
- 5.3 The awarding of a grant should not be seen as an ongoing commitment.
- 5.4 The Council reserves the right to discontinue the grant programme.
- 5.5 The Council will not grant more than £500 on each application.
- 5.6 The Council has an annual maximum grant budget of £5,844 (2024/2025). The Council may grant less than this amount in any municipal year should there not be enough suitable applications.

## **6. Application process**

- 6.1 All applications must be made on the Council’s grant application form and signed by an appropriately authorised person on behalf of the group or organisation.
- 6.2 Details of the organisation’s accounts must be provided confirming that it holds a separate bank account controlled by more than one signatory. A copy of a recent bank statement will be required in all cases. Applications accompanied by personal bank statements will not be considered.
- 6.3 Applications will be considered by the Finance, Assets & HR Committee and if approved recommended to the Council at the next Ordinary Town Council meeting.
- 6.4 Applications must be submitted to the Council’s office 10 working days prior to the Finance & HR Committee meeting. Dates of the Finance, Assets & HR Committee meetings are available on the Council’s website.