

Exminster Parish Council allocates a sum of money in their budget each year for grants that can be awarded for projects happening in the community. These grants can be applied for using our grant application form. The criteria, guidance and exceptions to grant applications are detailed below.

Your project must meet the following criteria:

1. Your project must directly benefit the people living in the Parish of Exminster.
2. It is not essential to be a registered charity to apply but you must be a not-for-profit organisation, and your entity must have a bank account.
3. Any costs or commitments entered into before a grant is approved will not be reimbursed.
4. It is essential to have a representative attend the Council meeting that your application is considered at to answer any further questions. A grant will not be awarded solely on the basis of the application.
5. You must sign a declaration to confirm that your organisation meets all the legal requirements for your project, eg suitable public liability insurance held. It is your responsibility to check.
6. The Parish Council requires a breakdown of costs for the project that the grant is being applied for.
7. The Council spends taxpayers' money and must do so transparently. Your attention is drawn to the declaration that you sign as part of the application, and how your information may be published in accordance with the requirements of the Data Protection Act 2018.
8. The Council will expect the project to be completed within 12 months of the grant award and any unused funding from the Parish Council returned within 12 months of the grant award. A feedback form, that will be provided, must be completed at the end of the project or within 12 months of the grant being awarded. Future grants will not be considered if feedback is not provided on previous awards.
9. The application must contain details of funding that has been obtained or applied for from other sources for the project.

Projects that will not or are unlikely to be funded by the Grant Scheme:

- Applications that have very few benefits or benefit only a small number of local residents.
- Grants to individuals.
- Applications which indicate a poor ratio of costs to outcomes.
- Exminster Parish Council will not usually consider applications for the payment of salaries.
- Exminster Parish Council will not usually consider grants that fund loan or interest repayments or VAT that can be recovered.
- Exminster Parish Council will not usually consider more than one grant per organisation per financial year.
- Projects that are designed to promote a particular faith or political persuasion. will not be funded. However, the Council may fund projects organised by such groups if the outcomes have a community benefit.

Grant Application Guidance:

1. Grants are usually made in line with the published grant making framework. The Council will only go beyond that framework in very exceptional cases.
2. To ensure a fair distribution of available funds and that as many people in the Parish can benefit as possible, the Council will consider the amount and frequency of any previous grants awarded when considering each application.
3. Success outcomes from previous grants made by the Council will be considered favourably.
4. Organisations should not make an assumption or budget for funding on a year-to-year basis.
5. Matched funding towards the cost of a project is encouraged and details of fundraising activities and grants from other bodies should be included on the application.
6. The decision of the Council on any application is final. If you think your application has not been considered fairly you can complain using the Council's official complaints process. Details are available from the Parish Clerk and are on the website.
7. Advice and assistance is available and if you have any questions about this process, please contact the Responsible Financial Officer.
8. Applications must be received by the last working day of the calendar month to ensure sufficient time for validation of the application. Valid applications will be considered at the second Parish Council meeting in the month.