

Funding Criteria

Kenwyn Parish Council is proud to act as the **administrator of the Community Benefit Fund**, ensuring that funding is allocated fairly and transparently to support local projects and initiatives that benefit our community.

There is a separate Community Benefit Fund panel which is set up to review applications and manage the fund.

Grant Panel Structure

The Fund is overseen by a **Grant Panel**, which is responsible for reviewing applications and making recommendations. The panel works closely with Kenwyn Parish Council to:

- **Publicise funding opportunities** so that everyone is aware of what's available
- **Encourage individuals, groups and organisations** to apply for grants that meet the Fund's objectives and address local community needs:
- **Maximise the use of funding** for the greatest possible benefit of the parish.

How the Panel Operates

The Grant Panel consists of **seven members**:

- **Four community representatives**, serving for a maximum of four years. When a community member retires, they will nominate a replacement for panel approval
- **Three Kenwyn Parish Council representatives**, appointed by the Parish Council.
- **Equal Voting Rights**: all members have an equal vote at meetings
- **Chairperson**: The Panel appoints a Chair for an agreed term. The Chair has the casting vote if decisions are tied.
- **Quorum**: Meetings require at least **five members** present to proceed. No substitutes are allowed.

Commitment to Fairness

The Grant Panel is committed to ensuring that funding decisions are made openly, fairly, and in the best interests of the Kenwyn community.

Fund Overview:

Groups can apply for grants as follows:

- Minimum grant level - £150.
- Maximum grant level - £10,000. However, the award of a larger grant may be considered in exceptional circumstances up to the total value of the Fund for the year in question (i.e. normally £40,000).
- For grants up to £1000 – 1 quote will be required and should be sent with the application form to the Grant Panel
- For grants of £1k - £10k 3 quotes will be required and should be sent with the application form to the Grant Panel
- For grants >£10k the project specification and schedule of works together with three quotes should be sent with the application form to the Grant Panel

Match funding is not a requirement. However, if the Fund is over-subscribed match funding could be needed. This is because some successful applicants may receive partial, rather than full grant awards for their projects. In these circumstances, where the demand for grants exceeds the money available, some applicants may also be unsuccessful.

The Panel reserves the right to request any documents it feels necessary to support the application.

Extra Items to Support an Application of £1000 or over that may be required

- Two years audited accounts for your organisation where available depending on the size of the organisation applying
- The Terms of reference and/or Constitution for your organisation where available depending on the size of the organisation applying
- Safeguarding policy
- Information advising the number of people who will be using the facility/benefiting from the grant broken down to show the number of Kenwyn Parish residents expecting to use/benefit from the facility compared to the number of people outside the parish who are expected to use/benefit from the facility
- Signed letters of support from existing and regular weekly users and groups
- Letters of intent from wider weekly community groups, expressing their wish to use the facilities upon completion (for projects that currently have no wider usage)
- Proof of any shortfall/match funding required to deliver your project
- A milestone and payment schedule for the project A copy of your planning permission approval documentation (where applicable)
- The Panel reserves the right to request any other documents it feels necessary to support the application

Area of Benefit:

Projects and initiatives for which grants are requested must be located within and/or primarily benefit residents and communities in Kenwyn Parish.

Project Purpose:

Priority will be given to educational, environmental and community projects or initiatives within Kenwyn Parish. These should be consistent with the principles of sustainable development and must deliver positive outcomes for the community living in Kenwyn Parish.

In particular, funding will be available for:

- Projects or initiatives that promote and/or involve the installation of energy efficiency measures, small-scale renewable energy projects and education relating to these.
- Building or landscaping projects or initiatives for the benefit of the community.
- Projects or initiatives that will improve the local environment for the community through planting or other such enhancements.
- Projects or initiatives that encourage physical recreation and/or the promotion of wellbeing and good health.

- Projects or initiatives to mitigate climate change, and education relating to this.
- Projects or initiatives to support nature conservation, and education relating to this.
- Other community projects or initiatives within Kenwyn Parish.

Eligible Organisations:

Eligible Organisations, who can apply for funding include:

- Local voluntary and community groups and charities
- Kenwyn Parish Council, including on behalf of the local community (e.g. where a project or initiative is proposed by an informal group)
- School Parent Teacher Associations
- Social enterprises (including co-operatives, social firms, community-owned enterprises, community interest companies and development trusts) provided they operate on a not-for-profit basis.

Applicants need to have a written constitution, or a set of rules, or a governing document and will need to have a bank or building society account with a minimum of two signatories in place before applying for a grant.

Organisations that have already received grants from the Fund **can** apply for further grants each year, including for projects or initiatives that already received a grant from the Fund. They can also submit more than one application to each round of the Fund.

Organisations that are not awarded grants are welcome to reapply for a grant for the same project or initiative in the next funding round, unless advised otherwise.

Successful Grant Applications

- Successful applicants will receive a letter of confirmation that their application has been successful
- The Panel may fund the grant as one payment made with the letter of confirmation or it may fund the application at staged payments on the production of paid invoices. Partial payment of the grant may be made at the start of the project with a final payment made at the end of the project subject to paid invoices, the completion statement and supporting evidence having been received
- All projects are expected to complete and submit their final claim within the timescale of the formal offer of grant funding
- All projects are expected to be completed in line with the specification in the original application. Any changes to the specification must be minuted by the organisation and proof given to the Grant Panel ahead of the specification being changed. New quotes for any changes to the scheduled works need to be forwarded to the Panel ahead of any work being carried out. The Panel will only fund the works originally applied for and therefore any change would require the organisation to either obtain permission from the Grant Panel or return the funding that would have been applicable for the works now amended.

Exclusions

Grants will **not** be available for:

- Commercial organisations.
- Private membership-based sports clubs and facilities unless membership is open to the general public without undue restriction (i.e. not membership by nomination organisations).
- Projects that only benefit one individual. *Note: applications received from an organisation where the project directly benefits individuals (e.g. energy saving measures, such as insulation) are eligible.*
- Projects and initiatives that promote religious or party-political objectives
- Projects and initiatives which are adverse to renewable energy, RES, Lightsource, their affiliates, or the solar farms.
- Retrospective funding, i.e. projects that have already been completed, whether or not already paid for.
- Works considered a statutory responsibility.
- Overseas travel
- Consultancy fees or feasibility studies
- Sponsorship and/or fundraising events
- Statutory bodies e.g. schools/colleges, local councils however "Friends of" or "Parents Associations may be eligible
- Organisations which are not constituted
- Grant making organisations
- Organisations that are for personal profit

Judging Criteria:

The main criteria used when assessing applications received will be:

- The social, economic and environmental benefits which will result from the project or initiative.
- The level of community support for and (where relevant) involvement in the project or initiative.
- The number of people who will benefit from the project or initiative.
- The ability of the applicant to deliver the project or initiative.
- How the work will be continued after the project or initiative has been completed, i.e. its sustainability and legacy.