

HOLCOMBE PARISH COUNCIL

Community Projects Fund 2025 Criteria and procedures for allocation

Criteria

All applications must meet the following criteria:

- 1** Applications must be from Holcombe-based groups or have a substantial number of Holcombe residents within the group.
- 2** Applicants must clearly identify the purpose of the grant and provide quotes or receipts to support the application. Cheques will be issued at the January 2026 meeting of the Parish Council, provided that sufficient supporting documentation has been presented.
- 3** Grants will be allocated for specific projects, equipment or items only and will not be available for group running costs or day trips, excursions etc.
- 4** The project must have some lasting benefit (a year or more) for the group.
- 5** Applications must be received by the closing date. Those received after the closing date may not be considered.
- 6** Holcombe Parish Council reserves the right to request appropriate proof of expenditure as part of its annual auditing process.
- 7** Successful applicants must spend the awarded money and provide receipts to the Clerk to Holcombe Parish Council by 31 March 2026.
- 8** All grant money received must be used solely for the purposes stated on the application form. Any grant money not used for these purposes by the 31 March 2026 must be repaid to Holcombe Parish Council.

Procedures for allocation

- 1** The grants to be awarded will be a maximum of £250 per group (including VAT) per year (between 1 April and 31 March), unless the group can demonstrate a real need for extra resources. Joint applicants should not necessarily expect to be awarded twice the standard allocation.
- 2** The period for receipt of applications will be from 1 Oct to 30 Nov 25. Applications should be submitted via email to clerk@holcombepc.org.uk. Incomplete or unclear forms will be returned to applicants for completion/clarification.
- 3** The Holcombe Community Projects Fund Sub-Committee of Holcombe Parish Council will meet to consider all applications (subject to the constraints of procedure 5 below) and will pass the recommendations and the applications to the Parish Clerk for consideration and full discussion at the January 2026 meeting of the Parish Council. Grants will be awarded on merit.
- 4** Funds are limited so it may not be possible to meet all requests. In the event that the total money requested exceeds the total funds available, the following procedure will be followed by the Council:
 - i. All eligible Councillors will vote for or against each request for funding
 - ii. If those requests receiving a majority or unanimous vote in favour still exceed the total fund available, Councillors will reconsider these applications and determine by voting whether to reduce the funding offered to one or more projects or to turn down one or more applications.
- 5** Councillors who are involved with the work of one or more groups submitting an application must declare a prejudicial interest and:
 - i. Where the total money requested by all applicants exceeds the total funds available, Councillor(s) who have declared a prejudicial interest MAY NOT vote or take part in the discussion about any of the applications;
 - ii. Where the total money requested by all applicants is less than the total funds available, Councillor(s) who have declared a prejudicial interest MAY NOT vote or take part in the discussion about the application(s) in which they have an interest, but MAY do so in respect of all other applications.