

Coleford Parish Council Community Annual Small Grant Criteria

1. Purpose of the Grant

The Coleford Parish Council Community Annual Grant is intended to support local voluntary, community and not-for-profit organisations that provide a clear benefit to residents of the parish. The grant aims to:

- Support activities and projects that improve the quality of life for local residents.
- Encourage community participation, inclusion and volunteering.
- Support projects that address identified local needs.
- Help community organisations provide sustainable local services and activities.
- Promote the wellbeing, development and resilience of the Coleford parish community.

2. Who Can Apply

Applications may be made by:

- Coleford voluntary or community groups.
- Not-for-profit organisations.
- Community associations and clubs.
- Residents' groups undertaking a community project.
- Other organisations where the Parish Council is satisfied that the grant will provide a direct benefit to parish residents.

Applicants must normally operate within the Coleford parish or demonstrate that the proposed project will provide a significant and direct benefit to people living within Coleford parish.

3. Activities Eligible for Funding

Priority will be given to applications that demonstrate one or more of the following:

- A clear benefit to Coleford parish residents.
- Support for vulnerable, isolated or disadvantaged parish residents.
- Promotion of health and wellbeing within the parish.
- Encouragement of volunteering and community participation in parish activities.
- Support for children and young people.
- Promotion of arts, culture, heritage, sport or recreation.
- Environmental improvements or sustainability initiatives.
- Activities that strengthen community cohesion and reduce social isolation.
- Projects that respond to an identified local need.
- Projects that provide good value for money and have a lasting community benefit.

4. Eligible Expenditure

Grant funding may be used for reasonable costs directly associated with an eligible project or activity, including:

- Venue or facility hire.
- Equipment and materials.
- Community events and activities.
- Publicity and printing.
- Professional or specialist services where necessary.
- Small capital items that support community activities.
- Other costs considered appropriate by the Coleford Parish Council.

The Council may impose conditions on how a grant is spent.

5. Exclusions

Grants will not normally be awarded for:

- Individuals' personal expenses or private benefit.
- Political party activities or campaigning.
- Religious worship or activities primarily intended to promote a particular religion, although community activities open to all may be considered.
- Activities that are unlawful or discriminatory.
- Retrospective expenditure incurred before the grant has been approved.
- General organisational running costs where there is no identifiable community benefit.
- Projects that duplicate an existing service without demonstrating additional community benefit.
- Organisations that have failed to account properly for a previous Coleford Parish Council grant.
- Activities that primarily benefit people outside the parish.

Coleford Parish Council reserves the right to determine whether expenditure is eligible.

6. Grant Amount

The total annual grant budget will be set by the Parish Council as part of its annual budget-setting process.

The maximum grant available to any one organisation will be at the Coleford Parish Council's discretion in each financial year.

The max money available for all grants in the financial year 2026/2027 is £ 2,500.

Normally, an organisation should not expect to receive a grant every year unless there is an ongoing community need and sufficient funds are available.

The Council may award a lower amount than requested.

7. Assessment Criteria

Applications will be assessed against the following criteria:

Criterion	Weighting
Direct benefit to parish residents	30%
Identified community need	20%
Number and range of residents benefiting	15%
Value for money	15%
Community participation/volunteering	10%
Sustainability and longer-term benefit	10%

The weightings are intended to guide decision-making rather than create an automatic entitlement to funding.

Where applications are of equal merit, priority may be given to projects benefiting residents who are vulnerable, disadvantaged or experiencing social isolation.

8. Application Requirements

Applications must be received by **1st November**. Applications received after this date will **NOT** be considered.

Applicants must use the attached proforma application form .

Applicants should provide as much information as possible covering but not necessarily limited to the following;

- Details of the organisation and its objectives.
- A description of the proposed project or activity.
- The amount requested.
- A breakdown of anticipated expenditure.
- Details of other funding or income available.
- An explanation of the benefit to parish residents.
- The expected number of people who will benefit.
- Where appropriate, evidence of match funding or other contributions.

The Parish Council may request additional information where necessary.

9. Decision-Making

Applications will be reviewed by a sub-committee of three parish councillors, and they will report their findings and recommendations for a decision of the full Council meeting in November.

The Council's decision will be final.

The Council may approve the full amount requested, a reduced amount, or decline the application.

10. Conditions of Grant

The Parish Council will require proof that the grant has been spent on the work specified. Any grant must be spent on the work/activity specified

Successful applicants must;

- Use the grant only for the purpose for which it was awarded.
- Notify the Parish Council of any significant change to the project.
- Acknowledge the Parish Council's financial support in appropriate publicity.
- Provide evidence of expenditure if requested.
- Return any significant unspent or incorrectly spent funds if requested by the Council.
- Provide a brief report on the use and impact of the grant when requested.
- The grant given must be spent solely for the use of that organisation only.
- Receipts must be sent to the Clerk by 31st March .

Failure to comply with these conditions may affect future applications.

11. Monitoring and Review

The Parish Council may monitor the outcomes of grants awarded and may request a short end-of-project report.

The grant scheme and its criteria will be reviewed periodically to ensure that they continue to reflect the needs and priorities of the parish.

Adopted: 14th October 2026

Review date: October 2029