



MINOR ENHANCEMENT GRANT POLICY

Introduction

Penryn Town Council operates a Minor Enhancement Grant Scheme a budget for which is set annually by the full Council. The purpose of the scheme is to provide financial assistance for properties within the conservation that require small repairs.

Eligibility criteria

1. Grant applications will **ONLY** be considered for:
 - (a) properties within the conservation area;
 - (b) works to the exterior of the property
2. Grants will be for 50% of the cost of the project up to a maximum of £400
3. Grants will be paid on completion of the works and upon submission of invoices confirming the amount spent.
4. A visual inspection may be requested to confirm the work has been completed satisfactorily
5. Only one grant application will be considered from each property.
6. Each application will be assessed on its own merits

Application process

Requests must be made by completing the application form, and sending together with all required documentation to the Town Clerk.

Decision process

Decisions will be made by the Town Clerk and the Chairman of the Council (Town Mayor) as per their authority to spend under 4.1 of the Financial Regulations.

The Council's decision is final and there is no right of appeal.

Payment Process

Payment may be made by BACS transfer or cheque only. Applicants should indicate their preference on the Payment Details form.