

## HAINFORD PARISH COUNCIL

### GRANT AWARDING POLICY

#### **Objective.**

The Parish Council wishes to support activities and causes which benefit the parishioners of Hainford. A grant is any payment made by the Council for the specific purpose for which it is claimed and for the well being of the community.

#### **Eligibility.**

Any grant made by the Parish Council must directly benefit some or all of the residents of the parish of Hainford and the benefit to the parishioners must be in proportion to the amount spent .(ie it should not be disproportionately large to benefit a small number)Regard will be had to the maximum grant per capita per annum.

The following criteria must be met for a group to be considered for a grant:-

- The group must be a non profit making, charitable, voluntary or community organisation
- Applications cannot be accepted from organisations where there is already a statutory route or power in place to provide assistance or where there are other appropriate statutory funding bodies (eg Central Gov / District Council / Health Authority etc).
- Grant award cannot be used to sidestep a limitation or condition on some other power or for an otherwise prohibited function. Additional guidance may be sought from the Norfolk Association of Town and Parish Councils where deemed necessary.
- The group must be able to demonstrate that any funding from the Parish Council will directly benefit the residents of Hainford;
- The group must be formally constituted and have a management committee made up of a majority of volunteers.
- The council is unable to give financial assistance to organisations operating overseas or to a fund established to help persons living or operating outside the UK.
- Sporting organisations will only be considered if they can demonstrate that they have been unsuccessful in obtaining funding from their governing bodies or the district council.

Individuals, businesses, religious groups or political parties are **not** eligible for grant funding.

## Conditions.

- Multiple applications within a 12 month period will not normally be considered and the history of previous applications will be considered in the decision making process. The giving of a grant one year does not set a precedent for another.
- The grant monies should be spent within 12 months for the purpose specified. Organisations receiving grant aid in excess of £500 as a condition are required to provide the Parish Council with a written report within 12 months of the award date demonstrating how the funds were spent. The Parish Council reserves the right to reclaim any grant not being used for the purpose specified on the application form. The Parish Clerk will, therefore, be allowed to verify that the monies have been spent accordingly and request periodic progress reports. Grants must be for specific projects and will not be awarded for ongoing running costs.
- Proper evidence of actual or estimated expenditure must be supplied to the Parish Council prior to the payment of any grant. If the Parish Council is not satisfied with the arrangements it reserves the right to withhold (or to request the refund of any monies awarded).
- Grants cannot be awarded after the relevant project or event has been completed;
- Grant cheques will be payable to the organisation not an individual nor direct to a supplier.
- An acknowledgement on receipt of the grant cheque is required
- If an organisation dissolves before the expenditure of the grant the Parish Council would expect the organisation to reimburse the grant aid awarded.

## Application Process.

- Applications should be made by completing the Grant Awarding Application Form and enclosing a copy of the latest set of independently approved accounts (for both current and savings accounts) for the group making the application. If the organisation is a new entity with no accounts available, please provide a business plan, stating aims and objectives along with a financial projection for at least the current year.
- Applications are accepted at any time of the year, but are usually considered together at the September meeting of the Parish Council. **All applications must therefore be received by no later than 1<sup>st</sup> July.**
- Applicants are usually informed within one month of the Parish Council's decision and the grant money sent by a cheque to be drawn at the November meeting of the Parish Council.

The Parish Council will ask for recognition from successful groups in the form of the promotion of the Parish Council in the organisation's newsletter or any press release. The Parish Council will also recognise successful groups in its own reports to parishioners.

The PC acknowledges that new community organisations may have difficulty obtaining funding from other sources and will give consideration to this when assessing applications from such groups.

Where a grant application or a request for a charitable donation is made for less than £250 the parish council may agree to waive the formal application process.

The Parish Council will review the grant award policy after a period of two years has expired.

Document reviewed and agreed by the Parish Council on 11<sup>th</sup> June 2014 without alteration.  
Date for next Review June 2016.

## Hainford Parish Council

Please read the Grants Awarding Policy prior to completing this form

Please send this application form to the Parish Clerk.  
For further information please telephone the Parish Clerk on 01603 754134  
or e-mail haynfordpc@live.co.uk

### Section 1: Organisation

Name of Organisation:

Primary contact name:

Position within applicant organisation:

Contact address:

Telephone Numbers: Day:

Night:

E mail address:

Date of submission:

### Section 2: Details of Organisation

Brief description of your organisation's aims:

How long has it been in existence?

Is it run by a committee?

If yes, how many committee members?

Can anyone join?

If not, what are the restrictions?

How often do you meet?

Where are meetings held?

How many members do you have?

What percentage of members lives in Hainford Parish?

### **Section 3: Organisation's Purpose**

Please give a summary of the activities your organisation has achieved during the last year. If you are a new organisation please give an idea of the activities you wish to undertake:

Describe how the local community benefit from your organisation:

### **Section 4: Grant Request**

Amount requested from the Parish Council:

Please give details of what you wish to use the proposed grant award for:

Have you received or applied for funding from any other source for this project/purpose? If yes, please give details:

### **Section 5: Financial Details**

Do you receive funding from other sources and if so where from?

If you have previously received a grant from Hainford Parish Council in the past 3 years please give details:

## Section 6: Supporting Information

Please complete the following:

I have read and agreed your terms and policies:

I have enclosed the following supporting material:

A constitution or set of rules by which my organisation runs:

The latest set of annual accounts for my organisation (both current and savings accounts):

Any other supporting information

## Section 7: Policy & Declaration

I declare that to the best of my knowledge and belief, the information given on this application form and in any supporting material is correct. I understand that you may ask for additional information at any stage of the application process.

Signature:

Name of signatory:

Position in organisation:

Date:

**N.B. Whoever signs this declaration and takes overall responsibility for this funding on behalf of the group must be 18 years or over. Please note the completion of this form does not necessarily mean that a grant application will be successful in part or whole.**