

HEMYOCK PARISH COUNCIL – GRANT AWARDING POLICY

Introduction

A grant is any payment or gift made by the Parish Council to an organisation for a specific purpose that will benefit the parish, or residents of the parish, and which is not directly controlled or administered by the Parish Council.

The Parish Council is endowed with specific powers to make certain grants. Alternatively, where no specific power exists, the Parish Council may award grants under Section 137 of the Local Government Act 1972. This requires that such grants must be “in the interests of or will directly benefit the area or its inhabitants, or of part of it, or some of it” and “the direct benefit should be commensurate with expenditure”. These requirements will be applied to all grant applications. In the event that the Parish Council achieves the General Power of Competence, then this power will provide authority for all grants.

Project Aims Criteria

The Parish Council awards grants, at its absolute discretion, to organisations which demonstrate a clear need for financial support in order to achieve an objective which will benefit the parish by one of the following means:

- providing a service
- enhancing the quality of life
- enhancing recreational or sporting opportunities
- improving the environment
- promoting the parish in a positive way

Eligibility Criteria

Applicant organisations must be either not-for-profit or charitable.

The Parish Council will only award grants to projects which are non-discriminatory.

The Parish Council will NOT award grants to or for:

- private individuals
- commercial organisations
- purposes for which there is a statutory duty upon other local or central government departments to fund and provide
- 'upward funders' i.e. local groups raising funds to be sent to a central HQ for redistribution
- national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or funds available are inadequate for a specified project
- political parties
- religious organisations, unless for a purpose which does not discriminate on grounds of religious belief

This list is not exhaustive and may be extended at the council's discretion.

Only one grant application will be considered from any organisation within the Parish Council's financial year.

Grants will not be made retrospectively.

Conditions of funding

Any organisation seeking a grant from the Parish Council must have a bank account in its own name with two authorised representatives to sign each cheque. In the event that an applicant organisation does not have its own bank account then the Parish Council will only consider the reimbursement of proven costs by presentation of receipts or invoices for goods or services rendered.

The administration of and accounting for any grant shall be the responsibility of the receiving organisation.

Any award must be properly accounted for and evidence of expenditure supplied if requested by the Parish Council.

Any grant must only be used for the purpose for which it was awarded unless the written approval of the Parish Council has been obtained for a change of use of the grant monies.

Any unspent portion of a grant must be returned to the Parish council by the end of the financial year in which it was awarded.

No commitments will be made to award grants in future years.

Where equipment is gifted to an organisation, the Parish Council requires that it be insured and maintained at the expense of the user.

The Parish Council may ask for recognition of its funding role in an applicant organisation's public relations material (newsletters, press releases, etc.).

Application procedure

Applications for grants should be submitted to the parish clerk using the application form available on the Parish Council's webpage (hemyock.org).

Applicants may also be asked to provide the following supporting information:

- further details of the project to be funded
- evidence that the project will be of benefit to the local community
- evidence of the number or percentage of beneficiaries living within the parish
- evidence of a clear need for funding
- a copy of the organisation's written constitution
- a copy of the organisation's previous year's accounts or, for new projects, a detailed business plan and budget

The clerk will present the application for consideration at the next available meeting of the Parish Council Finance Committee. The committee will make a recommendation for or against the application to the subsequent meeting of the full council.

Approval or refusal of a grant application will be made at a meeting of the full council.

The parish clerk will advise an applicant of the Parish Council's decision.

Grant Application Form

**HEMYOCK PARISH COUNCIL
GRANT APPLICATION FORM**

Please read the attached guidelines before completing this form. Please use black ink and block capitals. You may continue on a blank sheet if necessary, but please put the name of your organisation on any additional sheets.

A. Your organisation
Please give us the following information about your organisation:

Name of Organisation:
Address:.....
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.....Post Code:
Description of your organisation's activities. Please list your aims and objectives.
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How long has your organisation been in existence?
Is your organisation a registered charity? If yes please state number.....

B. Contact Details
Name of contact:
Position:
Address for correspondence (if different from above):
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.....Post Code:
Tel:.....(daytime)(mobile)
Email:

C. Bank details for payment of grant if successful

Account name.....

A/c number.....

Sort Code.....

D. Your Application

a) Brief description of project or scheme for which grant is intended

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b) Who will benefit from the proposed project or scheme and how many of these are Hemyock residents?

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c) Total cost of project or scheme: £..... d) How much are you applying for? £.....

Please give an itemised breakdown of the expenditure for which this money which is being applied for. Please include evidence (e.g.. suppliers' estimates or price lists) of the likely cost of all items of expenditure where possible.

ITEM	COST £
TOTAL	

d) Have you made any grant application to any other body for grant aid for this project? Yes/No. If yes please give details:

Name of organisation applied to	Amount applied for	Date of Application	Amount Received

If you have received any other sources of funding in the past year, not specified above, please give details:

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E. Previous Applications

Has your organisation previously applied for a grant from this Parish Council? If YES, please give details of the project and the date and amount of grant received if any. Was the project as described completed?

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F. Additional Information

Are there any other comments you wish to make to support this application? Please give this information below, or attach a separate sheet:

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G. Your Financial Situation

All applications must be accompanied by the following financial information: **If you do not supply this information your application will not be considered unless previously agreed in writing by the Council.**

- A copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position, or
- Photocopy of bank statements covering the past six months
- A statement of your capital assets, if any

If you are unable to supply this information, please contact the Parish Council for advice before submitting this application

Signed:..... Date:

Please return to Donna Evans, Parish Clerk, Hemyock Parish Council, Park Farm, Dunkeswell, Honiton, Devon EX14 4RN.