

Holme Hale Parish Council

Grant Awarding Policy

Adopted: 3rd July 2023

Review: 3-yearly

Policy Statement:

A grant or subsidy is any payment made by the council to be used by an organisation for a specific purpose in the furtherance of the wellbeing of the local community, either generally, or for a specific purpose.

1. General

1.1 The contribution made by the many organisations and individuals to the wellbeing of the local community is recognised by the Council as important to our society. The purpose of any grant or subsidy given by the Council is to support initiatives in the local community and to help create opportunities for the residents of Holme Hale.

1.2 These notes have been prepared to explain the main details of the Council's Grants/ Subsidy Scheme. Please read them carefully before you complete the application form.

1.3 Although the Council will give as much help as possible, the administration of and accounting for any grant or subsidy shall be the responsibility of the recipient.

1.4 There is a limited budget each year and guidance will be given to applicants as to how much money is available in a specific financial year.

1.5 Grants are awarded once approved at the council's meeting held in March.

2. Conditions of Funding

2.1 Applications will be considered from individuals as well as organisations. Applications will be considered for day-to-day running expenses and individual projects.

2.2 Applications 'will not' be considered from:

- Organisations intending to support or oppose any particular political party or to discriminate on grounds of race or religion.
- Private organisations operated as a business to make a profit or surplus.
- "Upward funders", i.e. local groups whose fund raising is sent to their central HQ for redistribution.

2.3 Applications will not normally be considered from 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 the funds available are inadequate for a specified project.

2.4 Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs.

2.5 Applications from education, health or social service establishments will be considered where the organisation can be demonstrated that it is working in partnership with other groups and where there are benefits to the wider community within the Parish.

2.6 All applications should demonstrate clearly how a grant or subsidy will be of benefit to the local community within the Parish. This is to ensure the council is working within its powers.

2.7 Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.

2.8 Each application will be assessed on its own merits and will be considered along with other applications. We ask that you submit your application 7-10 days before the March meeting to allow for processing. Written applications are required for requests over £100.

2.9 The Council may make the award of any grant or subsidy subject to such additional conditions and requirements, as it considers appropriate.

3. Payment:

3.1 All grants will be paid by cheque following application approval at the full meeting of council held in March each year.

4. Donations:

4.1 The Council may wish to offer a donation, rather than an award. A donation is considered a smaller sum, approx. £150 or less. To apply for a donation (rather than a grant) please put in writing the organisations details, how the donation will be of benefit and approx. how many parishioners it will be benefit. Donations will be considered at the Council's March meeting. Donations may be considered at a full meeting throughout the year by written request.

HOLME HALE PARISH COUNCIL GRANT AWARD APPLICATION FORM

Contact details

Organisation (if applicable)	
Contact name (for correspondence)	
Position held	
Contact address (for correspondence)	
Telephone number	Day: Night:
E-mail address	
Date of submission	

Please state how much funding you would like from the Council	
Please state for what purpose you intend to use the funding	
Please state how and how many Holme Hale parishioners this benefits	
Who should cheques be made payable to?	

For applications over £1000 please ensure you submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous financial year or, in the case of a newly formed organisation, a detailed budget and business plan along with any additional information, which you feel will help to support your application and enclose any additional paperwork.

Declaration

I declare to the best of my knowledge and belief that the information given on this application form and in any supporting material is correct and true.

Name	
Position in organisation	
Signature	
Date	

In signing this declaration, you accept all responsibility for this funding and you must be 18 years or over. Completion of this form does not necessarily mean you will be awarded funds in part or whole.

Grant application forms will be retained for a period of 6 years in line with the councils adopted file retention policy. No personal data (address, telephone number etc) will be circulated outside of the Parish council, whilst the application remains genuine and lawful.

For Holme Hale Parish Council use only	
Awarded (Yes/No)	
Reason	
Power used	
Reference of minutes	
Any additional conditions or requirements ¹	

¹ Where an award of £2000 is granted under the power of s137, the council **must** impose a condition on the recipient that he/ she supplies the council within twelve months a statement in writing of the use to which the amount has been put.