

## **Grants and Donations Awarding Policy**

**Last Reviewed: 2nd August 2021**

As adopted 9th August 2021

Minute ref: 66/21

To be reviewed and adopted at each Annual Meeting of the Parish Council

### **Introduction**

The policy aims to simplify, and quality assure Hunts Grove Parish Council's procedures for 'donation' and 'grant' making. No differentiation is made between 'Grant' and 'Donation' but acknowledge that the latter is the usual form of award. For reasons of accountability, it is necessary to formalise the application process to ensure access, openness and fairness to the many groups and organisations which we are asked to support.

The policy is informed by a number of key principles aimed at making our process more robust and user friendly.

### **Aim**

To ensure that all our award making activity is.

- Open.
- Transparent.
- Fair.
- Competitive.
- Supports local organisations.

Our yearly budgeting process is completed in December/January and offers for the following financial year cannot be made until Council approves the budget estimates, usually by the end of January.

Our awards, which will be considered at the March and September ordinary meeting, are open to established voluntary or community groups, as well as new or informal groups of parishioners who are or intend by the date of application to become formally constituted.

### **Who is eligible to apply**

To be eligible for an award an organisation should ideally.

- Be established for charitable, benevolent, social, cultural, recreational, or philanthropic purposes.
- Have a constitution, or set of rules, which define its aims, objectives, and operational procedures.
- Have a bank account in the name of the organisation, with 2 unrelated signatories.
- Be able to provide a copy of its latest annual accounts and/or most recent Bank Statement.
- Accounts are to be checked and signed by a person independent of the Group. Other information, such as a safeguarding policy, may be asked for.
- However, applications do not have to be from groups that already exist. Help will be given to new or informal groups of people who have come together to undertake new projects and priority will be given to those whose aim is to add value to the community, rather than applications for running costs.

### **What can be funded?**

The project should be something that makes the local community a better place in which to live, work or visit:

- It should benefit the residents who live within the Parish and be commensurate with the expenditure.
- Each group may only make one application per financial year.

Hunts Grove Parish Council support should be acknowledged as appropriate on all publicity and promotional material including posters, advertisements, press releases and leaflets.

Financial support can only be used for the purpose for which the grant is given.

### **Preference will be given to local groups**

The following are not eligible:

- Support for individuals or private business projects.
- Projects that improve or benefit privately owned land or property.
- Projects that have already been completed or will have been by the time the grant is issued.

### **How will decisions be made?**

Applications may not receive a grant, as there may be more applications than there is money available. However, all applications will be considered carefully. They will be assessed based on the following criteria:

- General eligibility.
- Community Support.
- Value for Money.
- Environmental impact.
- Community Involvement.
- Impact on key local need.
- Feasibility.
- Likely effectiveness.

Hunts Grove Parish Council reserves the right to vary the application of this Policy in circumstances where significant economic benefit to the Parish is demonstrated.

## Grant Application Form for Hunts Grove Parish Council

Please read the Council's policy for awarding grants before completing this form. You may use a continuation sheet for your application if required.

Name of organisation making the application:	
Name of person to whom correspondence should be addressed:	Address for correspondence:
Bank account details for payment of grant by BACS. <i>(This cannot be a personal bank account.)</i>	Daytime telephone no:
Details of the organisation and its activities:	Amount of grant applied for:
What is the grant for, and who will benefit? (Give full details)	

Have you applied to any other body for a grant towards this project? (If yes, please give details)

How else do you raise income? (Give details of subscriptions, fund-raising, contributions 'in kind', etc)

What age groups do you cater for?	
Total membership:	
Are you a registered charity? (If yes, please provide your registration no.)	
Signature (and position) of authorised applicant: (eg. Chairman, Leader, Secretary, etc.)	
Date of meeting at which the application will be considered.	
Minute No. of decision	
Power used to make grant.	
Date of Payment	
Payment Reference	

Where applicable, this application must be accompanied by a copy of last year's accounts, bank statements, the minutes of the last AGM and the organisation's current Constitution or Rules.