



Grant Funding Allocation Policy

Aim

The aim of the policy is to encourage and support community activities and projects, undertaken for the benefit of the parish.

Grants will be awarded purely at the discretion of the Parish Council from a limited budget made available each year for this purpose.

Eligibility criteria

Applications will be considered from Groups of individuals and any voluntary non-profit making organisations active in West Hunsbury. Applications will not be considered from:

1. Individuals
2. Religious bodies where the monies will be used for religious purposes or religious buildings
3. Private organisations operating as a business to make a profit
4. Organisations intending to support or oppose any political party, or which discriminate on the grounds of race, gender, age, sexual orientation or religion or disability
5. Community Interest Companies and social enterprises for general running costs (ie staff costs, consumables).
6. Establishments and organisations for whom the Parish Council considers that the Central Government, Health Authority, District or County Council or other similar public body should be the appropriate funder

Grant Budgets

7. The Parish Council will decide on an annual basis the budget level that it can afford to provide grants.
8. The Annual Grants Budget is provided in anticipation of small applications with the purpose of “getting new community activity” off the ground. (seed corn applications) A Grant application can be made by existing organisations for one off projects but would not be available for ongoing running costs of an organisation.
9. The Parish Council also maintains monies within its reserves, from which the Parish Council would be able to support larger Grants which may be received from time to time.

Conditions

It should be noted that:

10. Organisations wishing to apply for a grant will be required to complete an application form available from the Clerk or from the website, which must be returned by the deadline (where set). All the questions on the application form must be answered as fully as possible.
11. Every Application will be considered on its merits and previous applications made by the same Individual or Organisation and in the same financial year will be taken into account. The amount awarded will be at the discretion of the council.
12. The council may be willing to support grants below £1,000 supplying 100% of the finances but would want to understand the voluntary aspect being made by the grant applicants.

Larger Grants

13. a) Grants above £1,000 / larger grants will require more detailed application to provide evidence of the financial standing of the organisation making the grant and their track record of working within the Parish.
b) The Parish Council will be more disposed towards making larger grants where there is evidence that the grant is levering in external support to the Parish Council area.
c) A copy of an estimate or breakdown of costs will be required.
d) Organisations are required to have a bank account in their own name with two authorised representatives required to sign each cheque.



14. There is neither a guarantee of a grant or of a continuing grant. It is anticipated that on-going organisations will seek to become financially viable in their own right over a period of time. They should not come to rely on the Parish Council for on-going contributions towards their running costs and everyday expenses.
15. The grant should only be spent on the stated purpose otherwise the monies shall be returned to the Parish Council, except where the Parish Council's prior written consent has been given for the funds to be used for another purpose.
16. The organisation may be asked to report back to the Annual Parish Meeting in May on the outcome.
17. Grants will not be made retrospectively.
18. The Parish Council reserves the right to request the repayment of any grant where an applicant does not comply with these conditions.

Process

Applications are considered for approval at the next Full Council meeting. For any application to be considered it must be received by the Clerk at least 10 working days before the date of the meeting. Dates of meetings are displayed on the Parish Council's Notice Boards and website.

Applicants will be invited to attend the meeting in order to answer any queries Parish Councillors may have on their application. If the application is successful a cheque for the amount agreed will be raised and sent to the main contact within the month.

All completed application forms and supporting documentation (if applicable) must be sent or emailed to the Clerk to the Council.

Policy:-	Grant Funding Allocation Policy
Revision:-	17 th September 2015 – Full Council Meeting
Approved:-	Approved at the Full Council Meeting -17 th December 2015
Reviewed	March 2019, July 2020
	Next review July 2022



GRANT APPLICATION FORM

1. Organisation Details

Name:	
Is it a registered Charity: Yes/No	Charity No.
How many people use/attend your organisation? How many are West Hunsbury residents?	
Brief description of objectives of the organisation and activities in the parish	

2. Contact Details

Name of contact:
Address:
Postcode:
Telephone no.:
Email address:
Position of contact:

3. Project/Activity Details

Briefly describe the project or purpose for which you require a grant:
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How will the funding benefit residents of West Hunsbury?

4. Financial Details

What is the total cost of the project? £

What is the total amount of grant requested? £

Details of how the remaining balance will be funded:

Details of any fundraising events held/planned or funding received:

Details of previous grants from Parish Council:

Estimated annual income and expenditure of organisation:

5. Declaration

I declare that I am authorised to make the application on behalf of the above organisation and certify that the information contained in this application is correct.

Signed:

Date

Please return your completed form to

Clerk & RFO Miss Fiona Young, 32 Holdenby Road, Spratton, Northampton, NN6 8JD or by email: clerk@westhunsburyparishcouncil.gov.uk