



## Hordle Parish Council – Grants Policy, Procedure & Application Form

**To be Approved 15.10.24**

### **Aim of Hordle Parish Council Grants Policy**

The aim of the Parish Council's Grants Scheme is to promote an active community in Hordle parish. The Parish Council recognises and supports the valuable contribution made by the voluntary sector to the well-being of the community. We provide financial support for community organisations working for the benefit of parishioners, with the intention of improving the range of services and activities in the community. The wording of Grants and Donations covers monetary funding.

### **Who can apply for a grant?**

Below, examples are given of types of organisations to which grants may be given:

- Charitable Organisations
- Youth/Senior Citizen Groups
- Sports Clubs and Arts Groups
- Advice Organisations
- Organisations assisting people with disabilities or additional needs
- Community Groups

The scheme provides start-up grants for new organisations as well as grants to existing organisations. The organisation must be based in the parish of Hordle or the surrounding area and must be able to demonstrate that it benefits a significant number of people living in the parish.

### **For what can grants be used?**

Grants can be used for capital projects (e.g. lasting assets) or for running costs. Examples of what grants might support include:

- Equipment
- Development
- Projects
- Publicity

### **How much grant is available?**

Only one application from any group or organisation will be considered by the Parish Council in any financial year. The Parish Council maintains a register of successful applicants to prevent multiple awards each year. The total amount of grants made in any one year will be restricted to the amounts set out in the Parish Council's annual budget under Sections 137 and 145 of the Local Government Act 1972. The Council gives variable grants. The annual grants budget is limited and it is important that all questions on the application form are answered as fully as possible to provide a detailed picture of the activities of your organisation within the parish. This budget will be set as part of the Parish Council annual budget and the total amount may vary from year to year. **Grants can be awarded throughout the year, at the meeting following the receipt of a grant application and provided there are sufficient funds available in the grant budget.**

### **What is not eligible**

Because this fund is for projects that will benefit Hordle parish residents, there are some cases where we are not able to provide grants, including:

- General appeals (e.g. national/international disasters) & national organisations without a locally based group
- Individuals (e.g. sponsorship for individual sportsmen and women)
- Commercial enterprises which aim to generate a profit
- Projects with party political links
- Services which should be provided by statutory funding & projects considered being the responsibility of the principal authority
- Costs of routine administration, salary or hospitality
- Projects which discriminate on the grounds of age, colour, impairment, marital status, lifestyle and culture, nationality, race, gender or sexuality, or on the grounds of economic or social status.

## How is the application assessed?

Grant applications are assessed on the following criteria:

### *General Criteria:*

1. Have public appeal or particular appeal to local residents and increases/encourages community engagement.
2. Free access and accessible by all sections of the community.
3. Where the benefit remains in the community.
4. Which add to or improve existing facilities.
5. Which offer partnership with other organisations.

### *Financial Criteria:*

1. The grant support will make a real difference to the proposal.
2. Evidence of efforts to generate income from other sources.
3. Details of other funding plus audited accounts, or a comprehensive budget and business plan including details of current finances for the organisation.
4. The organisation should have a bank account in its own name with at least two signatories to sign cheques.

## Conditions of Grant Support

- If the project is relying on funding from the Parish Council, it should not be started until the award of a Grant or Donation has been confirmed in writing by the Parish Clerk. However, ongoing projects will not be discounted.
- Grants will not be awarded retrospectively.
- Grants may be for less than the amount requested.
- If the group is unable to use the grant for the stated purposes and within the stated timescale, monies must be returned to the Parish Council.
- The Grant must be used only for the purpose for which the application was made.
- To support the grant the Parish Council will ask for an end of project report. Where projects extend beyond a 12 month period, an interim report will be required. This could be a set of accounts, written report and or a presentation at a Parish Council meeting or event.
- Awards for funding which are not for projects within the current financial year or Applications for Grants that run for a longer period than a financial year (an Extended Grant) will be considered on a case by case basis.

## How do I apply for a grant?

Applicants are required to supply a completed application form, which can be found at the end of this document, accompanied by the documentation below:

- 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 comprehensive budget and business plan, also a Committee structure and bank account details).
- Latest bank statement
- A statement in support of your request (you can include photographs and plans if applicable)
- Grant recipients are asked to acknowledge Parish Council support in their promotional material (leaflets, website etc).
- The Parish Council reserves the right to request any additional information to aid determination of the grant. All applicants completing an application form will be deemed to have read and agreed to the requirements outlined in this document. The Parish Council's decision is final.
- Grant forms must reach the Parish Office by **the first day of the month for inclusion on that month's agenda.**

Send completed forms to: The Parish Clerk, Hordle Parish Council, Vaggs Lane, Hordle SO41 0FP. Or email: [clerk@hordleparishcouncil.gov.uk](mailto:clerk@hordleparishcouncil.gov.uk). If you have any questions, require further information contact the Parish Office.

## Payments of Grants.

Grants will usually be paid within one month of the Parish Council meeting when it was awarded. However, if match funding is sought the grant may not be awarded until other monies are secured. The Parish Council complies with VAT legislation.



# Application for a Grant

## 1. Applicant's Details

Organisation Name			
Address (incl. postcode)			
Registered Charity Number			
Registered VAT Number (if applicable)			
Email			
Telephone			
Name of main contact			
Position/ Title of main contact			
Please describe your organisation's main aims and objectives			
Does your organisation work SOLELY for the benefit of the people of Hordle parish?	Yes/ No	How many Hordle parish residents will benefit on a regular basis from your organisation?	

## 2. Information about your organisation

Membership:	What facilities do you provide?
Subscription: £	
How many unpaid volunteers do you have?	
How many paid workers do you have?	
Annual wages bill:	
Is your organisation a profit-making concern?	Yes/ No

## 3. Funds available to your organisation

Cash in hand:	£	Annual income:	£
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#### 4. Details of Grant Request

Amount requested:	£	Total cost of project:	£
What is the purpose of this grant?			
How would the people of Hordle benefit from receiving this grant?			
Are you seeking funding from other sources?	<b>Yes/ No</b>	If yes, please give details:	
Have you requested grant funding from Hordle Parish Council before?	<b>Yes/ No</b>	If <b>yes</b> , please give month, year and amount:	
If the request is successful, how would you prefer to receive the funds?	<b>Cheque</b> Payable to:		
	<b>Bank transfer</b> Account number: Sort Code: Name for transfer:		

#### 5. Other relevant supporting information

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#### 6. Signature of applicant (as detailed in section 1)

	Date:
Position:	

**Please note**, if your grant application is successful, whether in whole or part, it would be conditional upon your organisation acknowledging Hordle Parish Council in your Annual Report or in any other publication or publicity relevant to your organisation or this project. **In signing this grant application, you are bound by this condition.**

#### **Hordle Parish Council office use only**

Date application received	
Date of acknowledgement	
Date of approval (Full council)	
Amount of grant paid	£
Date paid	
Transaction ref	