

Grants Policy

Hertingfordbury Parish Council has a small budget for the award of grants.

The Council uses its power to assist in projects which Members feel will be of benefit to the local area. Grant applications are considered at the next possible meeting of the Council after receipt of the completed application form. Applications must meet the Council's grants criteria in this respect. Please read the terms and conditions before applying for a grant.

The application form is available in two formats:

A Word document: Grant Application Form in Word format. The application may be submitted by email

An PDF document: Grant Application Form in PDF format. The grant application form should be printed, completed by hand and signed.

All applications must be accompanied by appropriate accounts or supporting financial information. Forms and the supporting information must be returned to the Clerk to the Council at least 10 days before the date of a Council meeting.

TERMS AND CONDITIONS FOR GRANT APPLICATIONS:

General criteria – these apply to all applications:

- (1) Each application to be considered on its merit; the amount of grant will be at the discretion of the Parish Council but will not normally exceed forty per cent of the approved cost.
- (2) The Parish Council has the discretion to make a maximum grant of £500 on any single project.
- (3) The purpose for which the grant is made must be in the interest of the Parish or any part of it or all or some of the inhabitants of the parish. The area is defined by the boundaries of the Civil Parish. The benefit to the area or inhabitants must be commensurate with the expenditure. Groups both within the Parish Council's area and those outside the Parish which can demonstrate direct benefit to the parish may apply.
- (4) Organisations and groups will be expected to contribute some of their own funds to the project, although a set percentage has not been set.
- (5) The Parish Council will endeavour to treat similar projects equitably.
- (6) The Parish Council will take into account any previous grant made to an organisation or group when considering a new application.
- (7) No grant to be payable to or for any commercial venture for private gain.
- (8) Retrospective applications will not be funded. This means a grant cannot be made where the expenditure or project has been carried out or the event has taken place.
- (9) The Parish Council cannot give financial assistance to individuals under this scheme.

Applications for support for a Commemorative Event or Festival

- (1) The application must relate to a community event, a festival or special event in commemoration and be held within the local area.
- (2) Preferably, the application should be for support for specific identifiable elements of the event or festival, rather than towards general running costs.

Applications for support for Capital Expenditure or single Project

- (1) The application must relate to some specific item of capital expenditure or a stand alone project and not to any regular item or maintenance or other revenue item, such as utility or staffing costs.

Conditions

Hertingfordbury Parish Council

- (1) All grants will be conditional upon submission of Audited Accounts, and supporting documentation detailing costs of capital expenditure and of project or events for which funding is being sought.
- (2) (a) Recipients of grants from the Parish Council may be required to attend a meeting of the Parish Council to inform Members how the grant has been expended.

(b) All grant recipients are required to provide the Parish Council with a brief report, including photographs, of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved; and such report may be published by the Parish Council on the Parish Council's website.

(c) Such report must be submitted within two months of purchase of the capital equipment, or completion of the project or event for which the funding was awarded.

(d) Acceptance of a grant will be taken as permission for the Parish Council to publish such articles in its newsletter but the organisation or group is responsible for ensuring that all necessary permissions are obtained for publication of photographs.
- (3) If the grant is put to purposes other than those for which it was awarded without the prior approval of the Parish Council, the recipient organisation or group will be required to repay the grant to the Parish Council.
- (4) The organisation or group should supply such information as the Parish Council may request regarding the impact of the project on the Parish Council's area.
- (5) Recognition of the grant from the Parish Council must be made in any publicity.

How will the application be assessed?

- (1) How well the grant will meet the needs of the community, providing positive benefit to the inhabitants
- (2) How effectively the group will use the grant
- (3) Whether the costs are appropriate and realistic
- (4) What level of contributions has been, or will be raised locally
- (5) Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate, source
- (6) How the organisation or group is managed - as indicated in its Constitution

Adoption and Amendments

This policy was adopted in May 2012 and amended as follows:

Reason	Date	Council minute	Change
Initial adoption	9 th May 2012	Minute 8.1.3	Initial adoption

Hertingfordbury Parish Council

Please complete the form as clearly as possible and return it to the above address. Where * please delete as appropriate. Submit by post to 191 High Street, Codicote SG4 8UD or Email to: clerk@todeka.co.uk

For more information, call 01438 820477

Name of Organisation (e.g. Club, Group or Organising Group for Event):	
Name of contact for this application:	
Position held within organisation (e.g. Chairman, Secretary or Treasurer):	
Address:	
Email:	Telephone:
What does your organisation or group do? Please describe the services/activities it provides (or plans to provide) and its aims and objectives:	
Does the organisation or group have a Junior Section? Yes/No*	
If yes, please provide details:	
Describe the activity that this grant will be used for. Try to be specific about what the organisation will do and how it will do it:	
Is it for an event (e.g. a community event or festival)?	Yes/No*
If yes, complete section A below, do not complete section B, but do complete section C.	
Is it for an item of capital expenditure or project?	Yes/No*
If yes, do not complete section A, complete section B, then section C.	

Section A. Grant funding for an event:

Please provide a detailed description of the event for which you are seeking funding. Detailed projected costings **must** be supplied with this application.

What is the total cost of the event?

For which element of the event is your organisation seeking funding?

Who will benefit from this activity?

Section B. Grant funding for capital purchase/project

This application must relate to a specific item of capital expenditure or project; it must not be for a regular item of maintenance or such other revenue item, e.g. ongoing expenses and staffing costs.

Please provide a detailed description of the capital purchase or project for which you are seeking funding. Detailed projected costings or quotations **must** be supplied with this application.

What is the total cost of the capital purchase or project?

Who will benefit from this activity?

Section C. General Amount for which the Organisation or group is seeking grant aid: £ How much does the Organisation or group expect to raise by its own efforts and how? How will the rest of the cost be financed?	
What other organisations may use the Organisation or group's facilities? What other organisations will benefit from this event, project or scheme?	
What facilities have been provided or improved as a result of the Organisation or group's own efforts?	
Has the Organisation or group previously applied for a grant from this Parish Council? Yes/No* If YES, please give brief details and the date of any grant received:	
Has the Organisation or group made any grant application to any other Authority or grant making body for grant aid for this event, project or scheme? Yes/No* If yes, please provide name of the Authority/funding organisation: Date/s of application: If result of application/s known, amount of grant/s received: £	
How long has the Organisation or group been in existence? Please enclose a copy of the rules or constitution. If none available, please explain management structure.	
Is the Organisation or group a registered Charity? Yes/No* If yes, please provide Charity Registration No:	
What is the normal membership fee? Junior:	Adult:
Is there any other information which you consider to be relevant to your application? Yes/No* If yes, please give details overleaf or on a separate sheet.	
To be signed by an authorised person within the Group, e.g. Committee Members, Office Holder or Trustee I have read and noted the Parish Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded by the Council. I agree to provide a report, including photographs, to the Council indicating how any grant awarded has been spent, within two months of completion. <div style="text-align: right;"> Signed: _____ Date: _____ </div>	

Checklist:

1. Have you answered every question?
2. Have you signed this form?
3. Have you included a copy of your Organisation's constitution? Or explained why not?
4. Have you included a copy of your Organisation's most recent audited accounts or latest approved statement of income and expenditure?
5. Have you included projected costings for any event/festival, or project, or quotations relating to capital expenditure or project costs?
6. Have you submitted any supporting documents? If so, please list them below.