

# *Hammerwich Parish Council*

## GRANTS POLICY

**ADOPTED:**

15<sup>th</sup> November 2023

**VERSION:**

1.0

**APPROVAL DATE:**

Parish Council – 15<sup>th</sup> November 2023

## INTRODUCTION

1.1 Hammerwich Parish Council (the Council) is empowered under legislation to offer community grant funding and is committed to support local clubs and community organisations where it can. To enable them to do this, each year the Council sets aside some money in its budget to help with grants. Grants may be applied for at any time during the year. Terms and conditions apply.

Grants are allocated at the discretion of the Council and in accordance with the agreed strategic objectives.

1.2 Grants will be allocated at the absolute discretion of the Council to Parish organisations which can demonstrate a clear need for financial support to benefit the Parish by one or more of:

- Providing a service and improving their effectiveness
- Enhancing the quality of life
- Improving recreation and/or sports
- Improving the environment
- Promoting Hammerwich in a positive way.
- Support organisations which meet the needs of people experiencing social and economic difficulties.

## OBJECTIVES OF THE POLICY

2.1 The aim of this policy is to provide information about the purpose of grants and the process undertaken in order to manage this allocation effectively.

## GENERAL PRINCIPLES

### 3.1 Priorities for support

The amount of work or number of projects that can be supported by the Parish Council is limited to the amount of funds that are available for distribution each year. The Parish Council have determined that the current priorities for funding are:

- Opportunities to provide food and personal items to those experiencing poverty.
- People at risk of loneliness and isolation.

- Opportunities providing educational experiences.
- Provision to improve social welfare and community cohesion.
- New initiatives established to bridge a gap in current service provision within the town.
- Environmental initiatives.

### 3.2 Principles applied in determining support

Councillors will consider any requests where:

- the beneficiaries are based in Hammerwich, or a high percentage of Hammerwich residents will benefit, and
- the groups and organisations are based within the area administered by Hammerwich Parish Council.

Conditions applies:

- Applications will not be considered from private organisations operated as a business to make a profit or surplus.
- Grants will not be made to projects that discriminate on any grounds. The organisation must, on request of the Council, supply its policy on Equality.
- Grants will not be made to individuals.
- Grants will not be made retrospectively.
- 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.
- An organisation should have a bank account in its own name.
- The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council as requested.
- Only one application for a grant will be considered from each organisation in any one financial year.
- Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- Each application will be assessed on its own merits.
- The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.

- Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies. Any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.
- The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
- Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.
- Recognition of the grant from Hammerwich Parish Council must be made in any publicity.

## ADMINISTRATION

### 4.1 Grants will only be made to organisations who supply with the application:

- a copy of their written constitution or details of their aims and purpose;
- details of the governance of the organisation including, if relevant, names of the Chair, Secretary and Treasurer;
- full details of the project or activity;
- demonstration that the grant will be of benefit to the local community within the Parish;
- demonstration of a clear need for the funding;
- a copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan;
- Safeguarding Policy if children and young people up to 18 years of age, and vulnerable adults are currently involved, or could become involved in in any activities or events run by your organisation.

4.2 All applications should be made to the Clerk to the Council on the standard application form (available online). It may be submitted at any time, however they will only be considered once a year. All applications must be received by the Clerk at least 10 days before the meeting at which the application is to be assessed. The Parish Council aims to process each application within a six-week period. The process time may be longer during Council's recess month in August.

4.3 With the agreement of the funding, grants will be provided by means of BACS payment. The Council's normal payment authorisation process will be applied to any allocations.

4.4 Hammerwich Parish Council reserves the right to monitor the application and use of any grant aid and may withhold, withdraw, or recover the grant, if the operation for which the grant is awarded ceases, or its aims and objectives vary to the extent that the application would not have been eligible for consideration at the time of application.

4.5 Documents received as part of the grants process will be stored and subsequently disposed of in accordance with the prevailing Data Protection legislation.

## DECISION MAKING

5.1 The decision of the Parish Council on whether to award a grant is final. The applicant acknowledges and agrees that all decisions made by the Council for such a grant request are solely a matter for and at the discretion of the Council. The applicant will provide to the Council all such assistance as is reasonably necessary to enable the Council to comply with its requirements under the Freedom of Information Act. Councillors are not obliged to provide an explanation to applicants in the event that their application is not successful.

## EVALUATION

6.1 An evaluation of the project must be provided once the project is completed to provide evidence that the benefits and outputs have been achieved. The evaluation form must be returned to the Council within 4 weeks of the completion of the project.

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## Document History

Status	Date	Version
Drafted by Vivien Wang (Parish Clerk & RFO)	November 2023	1.0
Draft for Council Review	15 <sup>th</sup> November 2023	
Approved by Council	15 <sup>th</sup> November 2023	