

# Honeybourne Parish Council Grant Policy

## 2024/2025

### Guidelines and Conditions for Applicants

The Parish Council grant budget will be set annually as part of the general budget setting process. The Council will adhere to it. The Parish Council will normally only consider grant applications for £500 or less. In exceptional circumstances where a significant and wide-ranging community benefit is clearly demonstrated in the application form, grants for higher amounts may be considered.

The Parish Council awards grants at its absolute discretion, as the PC must ensure that public money is spent in a responsible manner.

#### **1. Grant applications will be considered to fund:**

- I. the purchase of equipment either in part or in full;
- II. the funding of transport that will enable group members to partake in a group trip or outing regardless of income
- III. necessary training activities, or to purchase the expertise of an outside trainer/instructor
- IV. activities that raise the profile of the village;
- V. a viable group or society experiencing a period of financial hardship;
- VI. a special event or celebration.

#### **2. Grant applications will not be considered to:**

- I. support individual activities;
- II. support general fundraising appeal;
- III. support private organisations operated as a business to make a profit or surplus;
- IV. “upward funders”, i.e. local groups whose fund raising is sent to their central HQ for redistribution;
- V. Local groups who are, or whose event is, affiliated with local commercial enterprises;
- VI. organisations who wish to pass on money to other individuals or groups;
- VII. support the usual running cost of a group or organisation;
- VIII. support activities that are considered to be the responsibility of a Statutory Authority;
- IX. support any school activities or education related activities.
- X. support political organisations or projects;
- XI. support any expenditure incurred or committed before we confirm our grant;
- XII. support organisations that discriminate on the grounds of race, religion, age, gender, trans-gender, sexual orientation, marital status, pregnancy or any disability;
- XIII. support loan or interest payment.

### 3. Guidance for the Parish Council when considering grant applications

- I. Grant applications will be considered by the Parish Council at their meeting in **April** and **September when they will** decide on the allocation of funding (if any). Further information may be requested as part of the decision-making process and additional time may be required to access the supporting information provided. The final decision to award funding will be made by the Parish Council at its meetings in **May** and **October**. **Applications may be considered at the Council's discretion outside these time timescales where exceptional circumstances arise or time sensitive factors apply.**
- II. The applicant may be invited to address the Parish Council at the meeting where applications are being considered.
- III. Grant support must fall within the current budget set aside by the Parish Council and the level of funding provided to other applicants during the year.
- IV. The amount of grant will depend on the proposed activity but in usual circumstances will not exceed £500.
- V. Payments to successful applicants will be made in the month following the Council's decision.
- VI. Only **one** grant per application will be considered in any financial year from **1<sup>st</sup> April 2024 – 31<sup>st</sup> March 2025**

### 4. Award Criteria

Each application will be assessed in terms of;

- I. How effectively the organisation/group will use the grant.
- II. How well the grant will meet the needs of the community.
- III. Whether the costs are appropriate and realistic.
- IV. Level of contributions raised locally.
- V. If the applicant could have obtained funding from a more appropriate source.
- VI. How the organisation/group is managed.
- VII. How the grant positively benefits residents residing within the village.
- VIII. Whether it meets equality, social inclusion and community inclusion aims.

### 5. Guidance for voluntary groups or organisations seeking grant support

- I. Application shall be sent to Honeybourne Parish Council, Honeybourne Village Hall, Harvest Close, Honeybourne, WR11 7RH or by email at [clerk@honeybourne-pc.gov.uk](mailto:clerk@honeybourne-pc.gov.uk)
- II. Applications to the Parish Council shall be made by the group's/organisation's appointed member using the application form provided at pages 5– 7 of this document;
- III. Applications shall only be for qualifying activities described in section 1 above;
- IV. Application must be supported by a bank account in the name of the group/organisation requesting the grant and should funding be approved then payment will only be made into this account. **The Council will not fund an individual or individuals operating in their own names.**
- V. Applicants must demonstrate that they have a set of rules which govern their operation i.e. a constitution or other formal system of decision making

through a committee holding accountability to its wider membership, or those for whom it provide services, including what happens to funds if they cease to operate.

- VI. Applicants shall enclose a copy of the statement of receipts and payments as evidence that the expenditure has been incurred, or where it exists its last annual accounts.
- VII. Where it exists, a balance sheet approved at the group's most recent AGM together with copies of bank statements covering the past six months shall be provided.
- VIII. Applicants shall provide evidence of any future spending commitments not reflected in the bank statements provided.
- IX. If the application is for a specific **item of expenditure**; an explanation should be given detailing why the funding is required.
- X. The application must include details of funding that the organisation/group has received or is in the process of seeking funding from other grant awarding bodies;
- XI. The application should include details of the group's/organisation's own fundraising efforts for the project.
- XII. At the end of the financial year in which receipt of grant funding is received applicants shall provide to the Parish Council a report of how the funding has been spent.

## 6. Further Information

- I. Applications cannot be made retrospectively for projects already completed.
- II. It is expected that the grant money will be spent during the financial year of receipt.
- III. If the organisation dissolves, the Parish Council expects the funds to be reimbursed.
- IV. The grant will be repayable to the Council should the project that the grant was granted for not materialise.
- V. There is no restriction to the number of times an organisation may apply for grant funding, however, the history of previous applications will be considered in the decision making process. Priority will be given to first time applicants who fulfil the criteria.
- VI. The giving of grant aid in one year does not set a precedent for another year.
- VII. Recognition of grant funding provided by Honeybourne Parish Council must be made in any publicity and acknowledged on any promotional documents and its annual report and accounts. Grants awarded to organisations/groups must be prepared to participate in any publicity that maybe arranged by the Parish Council.
- VIII. Receipt of grant must be acknowledged in writing or by email.
- IX. Evidence must be provided that funding has been used in accordance with the details contained within the application form.

- X. The Parish Council must be informed immediately if the organisation/group is experiencing any financial, administrative or managerial difficulties that may prevent the fulfilment of the project or the purchase of goods.
- XI. The Parish Council must be informed if there are suspicions that any part of the funding is being misused.
- XII. Non-compliance with any of the conditions of the grant may result in a request for all or part of the funds be repaid.

## APPLICATION FOR GRANT AID 2024/2025

Name of the Organisation

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Address

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Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

<b>What does the organisation do?</b>	
<b>How long has the organisation existed?</b>	
<b>The names of all the officers of your organisation are required as well as the position that they hold.</b>	
<b>How many members belong to the organisation?</b>	
<b>How many members live within the parish of Honeybourne?</b>	
<b>Describe the activity or project requiring grant support ( Refer to Section 1 qualifying activities i – vi )</b>	
<b>How much are you seeking from the Council?</b>	

<p><b>What is the total cost of the activity or project?</b></p>	
<p><b>How much will you provide out of your own funds?</b></p>	
<p><b>How will the activity or project benefit the resident of Honeybourne?</b></p>	
<p><b>Please provide, in space below or on separate sheet, any further supporting information relevant to this application.</b></p>	

**What is your Organisation’s present financial position?**

Please summarise and **attach a copy of your most up to date set of accounts and bank statement (s)**

(A more up to date statement and accounts may be required before any final decision is made)

**Have you made an application for a grant to any other bodies? Is so, to whom?**

**Brief details of Organisation’s own fund-raising efforts**

**Declaration to be made by the Applicant**

- a. I give permission for the contents of this application to be disclosed at meetings of Honeybourne Parish Council, which are open to the press and public and for the contents of the application to be published on the Parish Council’s website.
- b. I am authorised by the organisation named above to make this application for grant support.
- c. The organisation agrees to abide by the Parish Council’s policy above in connection with any award it makes;
- d. I enclose the last set of accounts and balance sheet approved at the group’s most recent AGM together with copies of bank statements covering the past six months.
- e. I confirm that the proposed project is lawful and conforms to any rules governing our group/organisation. I further agree to providing copies of receipts & invoices etc. as required to Honeybourne Parish Council to confirm to them exactly how the money has been spent if the application is successful.
- f. A copy of your organisation constitution or other formal system of decision making through a committee holding accountability to its wider membership or those for whom it provides services, including what happens to funds if they cease to operate.
- g. The information I have provided in this application form and in supporting documentation is true and accurate.

**Signed** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Position** \_\_\_\_\_

**Date** \_\_\_\_\_

**OFFICE USE ONLY**

**Minute Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Minute Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_