

Holbrook Parish Council

Grant Awarding Policy

Introduction:

1. Holbrook Parish Council has statutory powers to make funds available to local organisations for the overall benefit of Holbrook and its residents. As Holbrook Council has determined its eligibility to use the General Power of Competence, all donations made by the council will be made under the Localism Act 2011 ss 1 to 8.
2. If the Council receives grant requests which, in total, exceed the sum of money the Council earmarks for this purpose when setting a prudent budget for the year, it is necessary to implement policy guidelines to follow when deciding upon making a grant. This document sets out the policy adopted by the Council.

Policy Statement:

3. It is the policy of the Council that where charitable organisations, supported by local people, can provide facilities and services for the community, they are supported financially in so doing where possible. The Council will earmark a sum within each annual budget to be used at the sole discretion of the Council in furtherance of this policy.
4. This document outlines Holbrook Parish Council's guidelines for awarding grants. It also formalises the application process to ensure access, openness and fairness to the groups and organisations it aims to support. The Parish Council will ensure that the grant awarding activity is fair and transparent.

5. General information for applicants:

It is Holbrook Parish Council's intention (subject to budget restrictions and available resources) to support initiatives from local community groups and organisations. The size of any grant awarded is at the discretion of the Parish Council but will not exceed £500 in any one application. The limitations of the Council's budget means that a donation up to the full amount requested will be considered, but the full amount is not guaranteed.

6. Who is eligible to apply:

The following organisations may apply to Holbrook Parish Council:

- A Holbrook-based charity,
- An organisation serving the needs of the residents of Holbrook,
- Resident(s) of Holbrook requesting grant aid with a project/event, which will be for the benefit of the local community,
- A Holbrook-based club/association/charity serving a specific section of the community or the community as a whole, or
- A local branch of a regional or national organisation/group which serves the needs of the residents of Holbrook.

7. Who is not eligible to apply:

The following applications will normally be rejected:

- Projects which are the prime statutory responsibility of other government bodies who would normally be funded by a local or regional authority,
- Projects which improve or benefit privately owned land or property,
- Support for individuals or private business projects,
- Applications by “for profit” commercial organisations,
- From regional and national organisations unless it can be clearly demonstrated that the grant would be used specifically for the residents served by Holbrook Parish Council, or
- From organisations with political affiliations or those established for the purpose of furthering a party-political agenda.

8. What can be funded:

The project should be something that makes the local community a better place to live, work and play. It should be something that will provide a long lasting and sustainable benefit to our local area. The project must be something that will improve the social, environmental and /or economic profile of Holbrook. Priority will be given to those applications which add value over applications for running costs.

9. The following are unlikely to be considered as a grant priority:

- Projects where there is a large shortfall in the funding required to complete the project,
- Projects that simply replace existing facilities with no significant improvement.

10. Conditions of grant:

- Holbrook Parish Council support must be acknowledged as appropriate on all publicity and promotional material including posters, advertisements, press releases and leaflets.
- Financial support can only be used for the purpose for which the grant is given.
- Grants must not be distributed to any other organisation.
- Organisations will normally be expected to have clear written aims and objectives, and a written constitution and a separate bank account.
- Evidence of expenditure and the outcome of the project should be provided to the Council at the appropriate time.

11. The application process:

Applications can be submitted in writing to the Clerk at any time during the year but will be considered by councillors annually as part of the budget setting process. This means that applications should be received before 31st October of each year for potential payment in the following financial year. An application form is attached to this policy.

12. Applications must include:

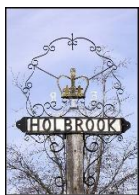
- The name of the organisation and contact details,
- The amount being requested and the total cost of the project

- The purpose to which it will be put
- An explanation of the direct benefit to the parish
- The constitution of the organisation (if applicable)
- A signed copy of the accounts for the preceding financial year
- The name and details of the organisation's bank account.

13. **Requests** should be for the following financial year and are for single donations only. Holbrook Parish Council does not commit to continuing support and no donation or series of donations is to be taken as an indicator of future funding. The decision of the Council is final.

14. **No more than one application** from any organisation/applicant will be considered in a financial year

15. **Applicants** will be notified of the outcome of their application and the grants which have been agreed will be made in the following financial year



HOLBROOK PARISH COUNCIL – APPLICATION FOR GRANT FUNDING

Section A – Details of Organisation

Full Legal Name (and Title by which your organisation is commonly known, if applicable)	
Address for Correspondence	
Telephone Number	
Email address	
Contact Person & Position	
Name of Organisation to which the grant should be made payable	
Details of Bank Account to which the grant should be paid	Name of Account: Sort Code: Account No:

Section B – Financial Details of Application

Total Cost of Project	
Breakdown of Total Cost (include a “shopping list” if applicable)	
Amount raised so far (if applicable)	
Amount of Grant for which you are applying	
Other sources of funding, if applicable, (how you intend to raise the balance)	
Benefit to the Community Please list the benefits that you consider this donation/grant will make to the community and/or its inhabitants	
Anu further information you would like us to consider?	

Name..... Signed.....

Date.....