



INTRODUCTION

The Council regularly receives applications for grants and donations from a variety of organisations and the aim of this Policy is to encourage and support activities and projects which will benefit the Parish of Hughenden.

Any grants made available for such purposes are funded directly from the Parish Precept. The Parish Council receives no other significant monies from any source (with the exception of grant monies received for particular projects and ring fenced for that purpose).

POLICY STATEMENT

The Council wishes to support a wide range of local charities and voluntary organisations whose activities align with its strategic aims and key objectives. At each Annual Parish Council meeting the priorities for the coming year will be announced.

The intention is to help groups to become sustainable and not reliant solely on Council funding. Where appropriate, however, grants may be given with the expectation that they will recur annually if the council is receiving some form of service in return. Examples may include payments towards Residents Associations' newsletters in which the Council is provided the opportunity to include its own written content.

DEFINITIONS

A grant is awarded for a particular defined purpose. A donation is awarded for general purposes. Both are awarded for local Parish activities only.

ELIGIBILITY

All grants hereby awarded under S137 of the Local Government Act 1972 will only be awarded to organisations that:

1. Are established for charitable, benevolent, social, cultural recreational or philanthropic purposes.
2. Have a constitution, or set of rules, which defines its aims, objectives and operational procedures.
3. Have a bank account operated by a minimum of two joint signatories.
4. Can provide a copy of its latest annual accounts and/or most recent bank statement. If appropriate, the council may ask for these accounts to be check and signed by a person independent of the group with appropriate financial capabilities.

To apply successfully for a grant from Hughenden Parish Council, the Council must consider and note how the applicant's activities support the Council's strategic aims which in turn have informed its priorities.



FUNDING LEVELS

The Council seeks to provide smaller grants, that are match-funded so that more organisations can benefit. Grants awarded of more than £500 can be granted only where the applicant has committed a matched amount to the activity and project. In this case, the HPC contribution must not exceed 20% of the cost of the project or activity.

KEY PRINCIPLES

1. All applicants will complete a Grant Application form and provide appropriate supporting information.
2. All grants must conform to the Local Government Laws and Powers prevailing at the time of the award.
3. Grant applications will only be considered from groups and organisations within the parish of Hughenden and/or whose activity or service benefits residents of the Parish.
4. The Council reserves the right not to make grants to those who applied.
5. Applicants should provide evidence if funding has been sought from other organisations.
6. Applicants will be invited to attend the Finance Committee meeting to discuss their application. No additional written documentation may be tabled at the meeting. The attendee will be expected to be fully conversant with the application including the accounts. If this is not possible it may lead to a grant not being awarded.
7. Applicants are expected to provide full financial information including the latest annual accounts. If considered appropriate, the Council may ask that these have been checked and signed by a person independent of the group, along with copies of the current Balance Sheet, bank statements and details of any loans or funding from other sources. Co-operative & Community Benefit Societies (formerly Industrial & Provident Societies) must provide the latest Mutual Societies Annual Return (AR30)
8. All financial information provided will be treated in the strictest confidence.
9. Retrospective grants will not be considered. All grant applications must be received no later than 10 working days before the next scheduled Finance Committee meeting and before the date of any event (if appropriate.)
10. Normally, organisations can apply no more than once each Financial Year.
11. Preference will be given to those groups/organisations that have not received grant funding from the Council.
12. The Council reserves the right to verify all details submitted in grant applications at the Finance & Policy Committee meeting. This may be undertaken before or after the Committee meeting where your application is considered. If this is necessary, it may result in a delay in deciding on the application. If false information is given, the Parish Council reserves the right to refuse an application outright.
13. The Finance & Policy Committee reserves the right to monitor the application and use of any grant awarded and may withhold, withdraw or recover the grant if the purpose for which the grant is awarded ceases, or its aims and objectives vary to the extent that the application



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would not have been eligible for consideration at the time of the application. Any misuse of grant aid funds will result in appropriate legal action.

14. Where an organisation receives a grant, it shall be on the condition that Members of the Council's Finance Committee may visit its premises, the site of the project and/or event.
15. Neither the Council nor the Finance Committee is obliged to enter into any correspondence regarding any decision made by the Finance Committee.
16. The Council expects groups and organisations to fully acknowledge the financial support received. The Council wishes to gain maximum publicity from the use of public funding and will provide guidance on acceptable use of the Council logo and appropriate wording.
17. Reports, including verbal reports, must be provided to the Council if requested to explain how the grant has been used and its impact/benefit. It is not intended that this will be an onerous exercise
18. The Council may require copies of receipts to verify purchases. This is not, however, expected to be a regular requirement of all applications.

PROJECTS NOT FUNDED BY HUGHENDEN PARISH COUNCIL

- Salaries/wages or any Employer/Employee costs.
- Projects which take place outside the boundaries of Hughenden Parish unless shown to significantly benefit Hughenden's parishioners.
- Organisations which aim to distribute a profit (to shareholders or other organisations).
- Activities promoting a particular religious or political belief.
- Improvements to places of worship or buildings owned by religious bodies or capital projects within schools or hospitals.
- Projects involving improvements to roads, highways or associated items such as bus shelters.
- Lobbying or campaigning activities.
- Any project which is the statutory responsibility of, or is led by another statutory body e.g., schools, education and healthcare.
- Organisations with no established management committee/board of trustees.
- Fundraising events and activities or organisations fundraising for outward distribution to other service providers.
- Retrospective applications i.e., where the project has already commenced.
- Incomplete applications.



Hughenden Parish Council Application for Grant/Donation for Voluntary Organisations
(Local Government Act 1972, Section 137)

Please read our Grants and Donations Policy for guidance on additional documentation and the general conditions relevant to your application. We recommend you contact the Clerk of the Council at clerk@hughenden-pc.org.uk prior to completing the form as the Clerk will be able to provide useful support and guidance.

	Description	Details
1.	Name of Organisation	
2.	Name, Address and Status of Contact	
3.	Telephone Number of Contact	
4.	Is the Organisation a Registered Charity?	Yes: Please state Registered Charity Number: No
5.	Amount of grant/donation requested Should your application be successful please complete your bank details below for electronic payment: Bank Sort Code Number Bank Account Name Bank Account Number	£
6.	For what purpose or project is the grant/donation requested?	
	Description	Details



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7.	What will be the total cost of the above project?	£
8.	If the total cost of the project is more than the grant/donation, how will the residue be financed?	
9.	Have you applied for grant/donation for the same project to another organisation?	
9.	If so, which organisation and how much?	
10.	Who will benefit from the project?	
11.	Approximately how many of those who will benefit are parishioners?	

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed.....Date.....

For Parish Council Office use Only:

Date Received	
Considered at Parish Council/Finance Committee meeting date	
Conditions (if any)	