

Grants Policy

INTRODUCTION

To apply successfully for a grant from Hughenden Parish Council the charitable or voluntary organisation seeking funding must show how its activities support the Council's strategic aims which in turn have informed its priorities.

Hughenden Parish Council Strategic Aims 2018 – 2021

1. To work closely with the community to determine and, where possible, meet its needs
2. To maintain and improve the delivery of Council services
3. To work where appropriate with outside organisations to achieve the Council's strategy
4. To manage the affairs of the Council on an efficient and effective basis

Hughenden Parish Council Priorities 2018 – 2019

Open spaces – encouraging health and well-being

The Council is keen to support innovative ways to encourage young and old alike to look after themselves and each other.

Social isolation – the older population

There are many local voluntary organisations seeking to support the older population and the Council is keen to develop stronger links.

Team sports

The Council recognises benefits of team sports and wishes to encourage more team sports.

Partnership working

The Council is keen to consolidate its relationship with like-minded organisations including the Hughenden Street Association, Residents Associations and other funding bodies such as the Local Area Forum

POLICY STATEMENT

The Council wishes to support 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 Council also wishes to support as wide a range of local charities and voluntary organisations as possible to reflect the diverse needs and interests of its parishioners.

The intention is to help groups to become sustainable and not reliant solely on Council funding.

KEY PRINCIPLES

1. The Council will consider applications at least 4 times in each Financial Year. (*June, October, January and March*)
2. All applicants will complete a Grant Application form and provide appropriate supporting information.
3. All grants must conform to the Local Government Laws and Powers prevailing at the time of the award.
4. Grants awarded under S137 will only be awarded to organisations that:
 - a. Are established for charitable, benevolent, social, cultural recreational or philanthropic purposes.
 - b. Have a constitution, or set of rules, which defines its aims, objectives and operational procedures.
 - c. Have a bank account operated by a minimum of two joint signatories.
 - d. Can provide a copy of its latest annual accounts and/or most recent bank statement. Accounts are to be checked and signed by a person independent of the group
5. 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.
6. The Council reserves the right not to make grants to those who applied.
7. The Council seeks to provide smaller grants so that more organisations can benefit. Grants awarded of more than £500 can be granted only where the applicant has also committed financially to the activity or project. In this case, the HPC contribution must not exceed 20% of the total cost of the project or activity
8. Applicants should provide evidence that funding has been sought from other organisations.
9. Applicants will be invited to attend the Finance & Policy 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.
10. Applicants are expected to provide full financial information including the latest annual accounts which have been checked and signed by a person independent of the group, 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)
11. All financial information provided will be treated in the strictest confidence.
12. Retrospective grants will not be considered. All grant applications must be received no later than 10 working days before the next scheduled Finance & Policy Committee meeting and before the date of any event (if appropriate).
13. Normally organisations can apply no more than once each Financial Year.

14. Preference will be given to those groups/organisations that have not received grant funding from the Council.
15. Funding will be considered for up to 3 years, and any subsequent funding will be at the discretion of the Council. Applicants should show that they have sought funding from other sources and the outcomes/feedback received.
16. 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.
17. 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 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.
18. Where an organisation receives a grant, it shall be on the condition that Members of the Council's Finance & Policy Committee may visit its premises, the site of the project and/or event.
19. Any grant awarded will be expected to be taken up by the end of the financial year in which the grant is awarded unless a written application for an extension is made to the Finance & Policy Committee by the first day of the March in that financial year. In this event, a date will be specified by which the expenditure must be made. If any grant aid is not expended by the specified date(s) the grant will be recovered by the Council.
20. Neither the Council nor the Finance & Policy Committee will enter into any correspondence regarding any decision made by the Finance & Policy Committee.
21. The Council expects groups and organisations to acknowledge fully 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.
22. Regular monitoring reports must be provided and a presentation at the Annual Parish Meeting to explain how the grant has been used and its impact/benefit may be requested. Guidance will be provided separately.
23. The Council will require copies of receipts to verify purchases, as appropriate.
24. All grant applicants must complete and return a Grants Feedback Report prior to another grant being submitted.
25. Under exceptional circumstances the Parish Council can reserve the right to amend any of the limits in this policy.

PROJECTS NOT FUNDED BY HUGHENDEN PARISH COUNCIL 1.

- Salaries/wages or any Employer/Employee costs.
2. Services or projects that do not meet at least one of the council's priorities.
3. Projects which take place outside the boundaries of Hughenden Parish unless shown to significantly benefit Hughenden's parishioners.
4. Organisations which aim to distribute a profit (to shareholders or other organisations).
5. Activities promoting a particular religious or political belief.
6. Improvements to places of worship or buildings owned by religious bodies or capital projects within schools or hospitals.
7. Projects involving improvements to roads, highways or associated items such as bus shelters.
8. Lobbying or campaigning activities.
9. Any project which is the statutory responsibility of, or is led by another statutory body e.g. schools, education and healthcare.
10. Organisations with no established management committee/board of trustees (unless a CIC).
11. Fundraising events and activities or organisations fundraising for outward distribution to other service providers.
12. Retrospective applications i.e. where the project has already commenced.
13. Incomplete applications.

FUNDING LEVELS

The Council seeks to provide small grants that are match-funded so that more organisations can benefit. Any deviation from the following amounts will be exceptional. The 2018/19 limit is £500.

PROMOTING COUNCIL FUNDING OPPORTUNITIES

Once the Council has finalised its plans for 2018/19 its priorities should be published on its website and in appropriate local publications including Residents' Newsletters.