



HUGHENDEN PARISH COUNCIL
GRANT AND DONATION POLICY

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GRANT AND DONATION AWARDING POLICY AND PROCEDURE

1. Introduction

Under Section 137 of the Local Government Act 1972, Hughenden Parish Council is permitted to allocate a sum of money within each year's budget for disbursement as grants or donations.

A grant is awarded for a specific purpose whereas a donation is awarded for general purposes. The maximum limit for a grant is £500 and for a donation is £250.

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:

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

The following policy sets out how the Parish Council considers and makes grant awards and enables the Council to make an informed assessment of grant applications, so that decisions within the limited grant budget are made in a way that is fair and transparent.

Hughenden Parish Council recognises the hard work of the many organisations in the community that help to improve the lives of its residents and as such the Parish Council are committed to supporting local charities and not-for-profit groups. The Council will look more favourable at organisation who have applied to other external organisations for funding.

2. Policy

The Parish Council awards grants, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:

- Providing a service to the residents of the Parish
- Enhancing the quality of life of residents of the Parish
- Improving the environment, and promoting the Parish in a positive way
- Encouraging the participation in team sports

The Parish Council will NOT award grants to:-

- Private Individuals
- Commercial Organisations
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide

- “Upward funders”, i.e. Local groups where fund-raising is sent to a central HQ for redistribution
- Political parties
- Religious organisations
- Organisations that have a disproportionately high levels of uncommitted reserves

This list is not exclusive and may be added to at the council’s discretion.

Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. This will be at the discretion of the council.

Grants will not normally be made retrospectively unless in the situation of an emergency.

Organisations requesting funds for buildings must provide evidence of security of tenure for a minimum of 7 years from the date that the grant is considered. Proof of adequate insurance with a reputable insurance company must be provided.

Decisions made by the Council on grant applications are solely a matter for and at the discretion of the Council.

3. Application Procedure

Grant application forms can be downloaded from the Council’s website or are available from the Parish Clerk at clerk@hughendenpc.org.uk or 01494 715296.

Applications are considered throughout the year on a first-come, first-served basis, and applicants should be mindful that the Council’s financial year begins in April.

Applications will generally be considered at the first Finance and Policy Committee meeting following receipt of the application. The dates of upcoming meetings can be found on the Council’s website.

Grants will generally not exceed £500 and normally only one application for a grant will be considered from any organisation in any one financial year. **Amounts over £500 will be given only in exceptional circumstances.**

Please use the Minor Grants Application form for grants or donations up to £250.

Grant applications will only be considered if submitted on a Grant Application Form with all supporting documentation. It is therefore important that all the questions on the application form are answered as fully as possible to provide a detailed picture of your proposed project or of the activities of your organisation within the parish.

Organisations requesting a grant or donation are required to submit the following:

- A completed application form
- Copies of their last year end accounts including details of reserves held by the organisation
- The number, or percentage, of members that belong to the organisation and that live within the Hughenden Parish Area
- The number, or percentage of residents of the parish that the grant will benefit
- Details of any restrictions placed on who can use/access their services

Organisations will normally be expected to have clear written aims and objectives, a written constitution and a separate bank account controlled by more than one signatory.

For the purchase of single items of goods or services, applicants will be expected to supply at least three quotes.

All grants awarded will be subject to a requirement to report back to Hughenden Parish Council as to the work delivered and/or community benefit.

Successful applicants will normally receive funds within one month of the decision date.

4. Assessment Procedure

At the Parish Council's annual budget meeting an amount will be set from which grants will be awarded during the following financial year. This amount will only be for grant requests that have been received by the Parish Council in accordance with the application procedure.

The budget is allocated on a first-come, first-served basis and cannot be exceeded in any financial year. The availability of funds within the budget does not guarantee an award; a decision upon an award will remain for approval by the Parish Council at the appropriate meeting. Once the grants budget is exhausted, the Parish Council will only consider emergency requests for assistance.

Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Parish Council will take into account the amount and frequency of any previous awards. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund-raising activities.

5. Grant Award Conditions

- Grants must be spent within one year of the award
- The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application. However, if a group wishes to change the purpose of the grant they must seek approval by writing to the Council who will consider whether or not to approve the change
- Organisations are responsible for ensuring their compliance with all applicable legal and statutory requirements
- Successful applicants may be required to provide the Parish Council with a report on how the funds have been used, and the outcomes of the funded activity
- Successful applicants are required to acknowledge the contribution made by the Council in all promotional activity relating to the application, and any websites belonging to the organisation
- Only one application per year will be accepted from any organisation unless in exceptional circumstances.
- If a project does not proceed as planned, the council would expect the grant to be returned
- If the grant is requested for a specific item, proof of purchase should be available if subsequently required by the Parish Council

6. When a grant may have to be repaid

If the group is unable to use the award for the stated purpose and the project does not proceed as planned, all monies must be returned to the Parish Council.

Hughenden Parish Council reserves the right to recover the grant and/or moveable equipment purchased with grant monies if the organisation ceases to exist, if the grant is not used for the purposes specified, or if the conditions of the grant are not complied with.

7. Data Protection Act 2018 (General Data Protection Regulation) Information

In signing the application form, you give permission for Hughenden Parish Council to use the information.

The information provided on this form will be used by us for the purposes of establishing your entitlement to a grant and assessing your application.

If your application does not result in a successful grant application, it will be retained for 12 months.

If the application is successful, the information will be held for a period of 7 years from the grant date for auditing purposes and inclusion on a computerised register maintained by the Parish Council to administer and analyse applications and grants.

Please see the link to the Parish Council Privacy Policy

<http://www.hughendenparishcouncil.org.uk/general-data-protection-regulations/>

Policy and regulations on distributing funds may change from time to time. We reserve the right to amend any policy, procedures and assessment criteria and will aim to inform actual or possible beneficiaries.

8. Publications

The Parish Council requires acknowledgement of its contribution in any publicity material.

9. Contact Details

Please submit all enquiries and completed application forms to the Parish Clerk.

You can contact the Clerk by telephone, email, in writing or by visiting the Parish Council Office.

Contact details are:

The Parish Clerk
Hughenden Parish Council
Council Offices
The Common
Great Kingshill
HP15 6EN

Telephone: 01494 715296

Email: clerk@hughendenpc.org.uk

website: www.hughendenpc.org.uk