



## GRANT POLICY

This policy was adopted at a Full Council meeting on 15<sup>th</sup> March 2021. Reviewed May 2024. Next review date May 2025.

The grant awarding policy allows for a maximum award of £250 per application. Council may resolve to grant more than this upon satisfactory documentation.

Highwood Parish Council has the statutory power to award grants. When awarding a grant, the parish council shall be of the opinion that it is in the interests of and will bring direct benefit to their area or any part of it or all or some of its inhabitants.<sup>1</sup>

Grants must be formally applied for using the Highwood Parish Council Grant Application form together with all supporting documentation as requested in that form. The parish council particularly welcomes applications from organisations that can provide evidence of match funding.

Grant applications will be assessed on the following criteria, which are in no priority order:

- The benefit to all or part of the parish of Highwood
- The benefit to all or some of the residents of Highwood parish
- What proportion of the residents will benefit from the grant
- The assessment of the viability and robustness of the application
- The availability of parish council funds for grants.

The parish council reserves the right to reject applications or to reduce the award made. The parish council wish to encourage applications from a wide range of different organisations and as such, will not guarantee the awarding of a grant to a single organisation on an annual basis. Grants will not be considered if the applicant has any money overdue to the parish council

Awards will not be made to

- Commercial enterprises set up to generate profit
- Those supporting party political issues or supporting or opposing a political party
- Health, education or welfare organisations whose services should be provided by statutory funding
- Individuals

The parish council reserves the right to request copies of the organisation's audited accounts, or in the case of a charity their annual return. If available, a copy of the applicants latest bank details must be included with the application as this will be into this account that the grant, if successful, will be paid in to and not an individuals account. Grant applicants if they wish, can address the meeting at which their grant is considered. For further details please contact the Clerk.

<sup>1</sup>.Local Government Act 1972, s137

If awarded a grant, it will be expected that the funding will be described as coming from the parish council in all public communications, such as websites, press releases and newsletters. Conditions

1. Applications will not be considered from individuals.
2. Applications will not be considered from organisations intending to support or oppose any particular political party, or to discriminate on the grounds of race or religion.
3. Applications will not be considered from private organisations operated as a business to make profit or surplus.
4. Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
5. The organisation must have clearly stated aims and objectives.
6. The organisation must provide or propose to provide an activity or service that is believed to be clearly needed by the local community or by a particular group of residents.
7. The organisation must provide a written constitution that has been formally adopted by the membership, or in the event of a less formal organisation, a similar written document.
8. Highwood Parish Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
9. Organisations that receive a grant are required to acknowledge the contribution from Highwood Parish Council on publicity and printed material.
10. A grant application can be considered retrospectively.
11. Highwood Parish Council will not allow repeating grants.

**Grant Application form 2024-25**  
**Please continue on a separate page if required**

<p>Your organisations name and address This should be as provided in your constitution or set of rules</p>	
<p>Main contact and telephone number This must be someone who we can contact to talk about this application Contacts position in the organisation e.g. Secretary, Treasurer</p>	
<p>Address for correspondence if different from above Please confirm the type of organisation (i.e. Charity, unincorporated association etc). I</p>	
<p>What are the main activities of your organisation Please give the reason as to why your organisation has applied for money from the parish council and details of how the money will be used.</p>	
<p>If it is for a specific project, please provide an intended timetable and outcome for the project</p>	
<p>Please indicate what your organisation has done to obtain funding from other sources Include completed applications from other bodies, sponsorship from local businesses etc</p>	

Please indicate what fund-raising events your organisation has carried out or plans to carry out to raise funds for this project		
Tell us how much money you need IN TOTAL for your project and give a break down of what the money is for. Where possible, please include at least two estimates for work or equipment Item or activity	<b>Item or Activity</b>	<b>Cost</b>
	<b>TOTAL</b>	
How much are you requesting from the parish council?		

Please include with this application:

1. Any supporting evidence needed for the project
2. Evidence of secured funding or applications for other funding
3. Estimates or quotes for work / equipment where appropriate
4. A copy of your organisations latest bank statement

Declaration I confirm that I am authorised to sign this declaration. The information in it is correct to the best of my knowledge. If this application is successful, the grant will only be used for the purposes specified in this application and in the grant award letter.

Signed ..... Position (if applicable)

Dated

Please return the completed form to the Parish Clerk at the address shown above.