

# HORSTEAD WITH STANNINGHALL PARISH COUNCIL GRANT AWARDING POLICY

## Document Control

Adopted by the Council On: 13 June 2018

Signed: *C Jones* (Chairman) *S Hall* (Clerk)

Next Review date: June 2022

Horstead with Stanninghall Parish approves a budget each year for the purposes of allocating grants to local organisations and community groups.

## Eligibility

The following criteria must be met for a group to be considered for a grant:

- The group must be a charity, voluntary or community organisation
- The group must be able to demonstrate that any funding from the Parish Council will benefit either the parish or the residents of the parish.

## Scope of grants

Applications will be considered for the following purposes which must benefit some or all of the residents of Horstead with Stanninghall:

- the purchasing of equipment, either in part or in full;
- The funding of transport to enable group members to take part in a group activity or outing, regardless of their income;
- Training activities or the purchasing of the expertise of an outside trainer, instructor or facilitator;
- Activities that raise the profile of the parish;
- Help towards the running costs of a viable group that is experiencing temporary hardship;
- The hosting of special events or public celebrations;
- The provision of recreational facilities.

## Conditions

- Grants will not be awarded to individuals;
- Additional applications within a period of twelve months will not normally be considered.
- The award must be used for the purpose for which the application was made.
- If the group is unable to use the award for the stated purpose, all monies must be returned to the Parish Council.
- All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If the Parish Council is not satisfied with the arrangements, they reserve the right to request a refund of all monies awarded.
- Donations to registered charities in response to a general fundraising appeal will not normally be considered
- The amount of any individual grant will not normally exceed £500.
- Groups operating outside the parish boundary will normally be restricted to an upper limit of £100.

- The Parish Council is unable to fund activities which lie outside its powers or functions.

### **Application process**

- Applications should be made by completing the Grant Application Form. For established organisations, a copy of the latest set of annual accounts available will be required. For new organisations, evidence of a planned budget will be required.
- Applications are accepted at any time of the year but are usually considered twice a year at the November and June Parish Council meetings.
- Grant applications are dealt with by the full Council.

The Parish Council will retain Grant Application Forms for 7 years for financial reporting purposes only. Personal details (such as email and home address) will not be shared outside of the Parish Council

## Grant Application Form

Please complete this form and attach the relevant information and send to: The Clerk to Horstead with Stanninghall Parish Council, 112 Norwich Road, Horstead, NR12 7EQ or e-mail to: [horsteadclerk@gmail.com](mailto:horsteadclerk@gmail.com)

Name of Organisation:	
Contact details: Telephone No E-mail	
Position within organisation:	
Is your organisation a registered charity?	
If yes, what is the charity number?	
Please provide details of the project for which funds are required:	
Total cost of project:	
Grant requested from Horstead with Stanninghall Parish Council:	
Have any funds been requested/agreed from other sources?	
When will the funds be required?	

Signed .....

Date.....