**HILTON PARISH COUNCIL**

**GRANTS AWARD POLICY**

**Objective**

Hilton Parish Council operates for the benefit, wellbeing and best interests of the inhabitants of the villages of Ansty, Higher Ansty. Hilton and Melcombe Bingham. The Parish Council is committed to providing assistance and support to projects which will serve these purposes.

**Priorities**

Hilton Parish Council will give consideration to awarding grants to those village organisations which can demonstrate a clear need for financial support, in order to achieve an objective which will benefit the Parish by:

* Providing a service
* To support the physical & mental health of the community
* Improving the environment
* Promoting the villages of Ansty, Higher Ansty, Hilton and Melcombe Bingham in a positive way
* To enable local people to participate in groups and activities
* To help the Parish’s voluntary groups to improve their effectiveness

**Exclusions**

 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 services
* Political groups or activities promoting political beliefs
* Religious groups where funding is to be used to promote religious beliefs
* Applications which are considered significantly harmful to climate change or have a significant negative impact on the environment, wildlife and biodiversity
* Projects that may take place before an application can be decided
* Equipment or other costs that have already been purchased or incurred prior to the application being considered

**Amount of Grant**

Funds available are strictly limited and guidance can be given to applicants as to the likely availability of funds in a specific financial year. Individual grants in applications in excess of £250 will only be considered in exceptional circumstances, and awards may be made for smaller amounts.

**Application process**

Applications should be made to the Clerk, in writing, by 30 October of the financial year prior to the funds being required, in order that budget provisions can be fully considered. The aim of this timing is to ensure that all applications have a fair chance to apply for any funds which may be available. In exceptional circumstances the Council may vote on whether to award a grant on a different date, but the reasons for doing so must be justified.

Applicants must provide:

* a description of what the funds will be spent on and when
* a copy of the previous year’s accounts or, for new initiatives, a detailed budget and business plan.
* a copy of the organisation’s latest bank statement (dated within three months of the application).

Each application will be assessed on its own merits, and is subject to due diligence checks.

Applications will be considered at a Full Parish Council Meeting and will only be awarded by resolution of the Full Council.

Applicants are required to attend the meeting to answer any questions councillors may have.

Applicants will be notified of the outcome of your application after the ordinary January meeting of the Council. If successful, your grant will usually be paid in May of the following year.

Grant awards are subject to the availability of sufficient funds.

**Other Eligibility Criteria**

* Additional applications within a 12-month period will not normally be considered. Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year.
* A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or the unexpended part of such monies, must be returned to the Parish Council. The Parish Council may request proof of expenditure.
* A report on the use of any grants made and an acknowledgment of the contribution should be made to the Parish Council and, wherever possible, the Parish Council also requests that reference is made to the grant in the organisation’s annual accounts.
* The Council may award grants to organisations (including charities) of its own choosing which have not submitted a formal application.
* Nothing contained herein shall prevent the Council from exercising, at any time, its existing power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

**David Green, Clerk, Hilton Parish Council, 20 July 2020Hilton Parish Council**

**Grant / Donation Application Form**

Please ensure that you have read Hilton Parish Council Grants Award Policy

before completing this form.

|  |  |  |
| --- | --- | --- |
| **1. Organisation Details** | | |
| Name of Organisation |  | |
| Address of Organisation |  | |
| Is the organisation a registered charity?  If Yes please provide Charity Number | Yes / No  Charity Number: | |
| Name & status/role of contact |  | |
| Email address of contact |  | |
| Telephone number of contact |  | |
|  | | |
| **2. Requested Grant Detail**s | | |
| Amount of grant requested | £ | |
| Please tell us about your project and how you know it is needed | | |
| Who will benefit from the project and how? | | |
| What will be the total cost of the project?  (Please enclose a breakdown of project costs) | | £ |
| If the total cost of the project is more than the grant, how will the difference be financed? | | |
| If you are applying for 100% of the project costs, please explain why. | | |
| Approximately how many of those who will benefit are resident of Hilton Parish? | | |
| Have you applied for a grant for the same project from any other organisations? If so please tell us which organisations and for how much? | | |

Signed:………………………………………………………… Date:……………………………….

**Declaration**

By signing this form you are confirming that you are authorised to submit this application on behalf of your organisation, that the information included on this form is accurate and true and that you any additional or supporting documentation from your organisation is accurate.

Before submitting your completed grant application form, please use the following checklist to ensure that you have provided all the required documentation.

|  |  |  |
| --- | --- | --- |
|  | Enclosed | To Follow |
| Completed application form |  |  |
| A copy of previous year’s accounts or, for a new initiative, a detailed budget and business plan |  |  |
| A copy of the organisation’s latest bank statement (dated within three months of the application). |  |  |
| Project costs |  |  |

Please send the completed form to The Clerk, Hilton Parish Council, by email: hiltonclerk@gmail.com

You may use the space below (and any additional pages if necessary) to submit any other information which you feel will support your application.