

HOOK PARISH COUNCIL



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GRANT AWARDING POLICY 2021-2023

Introduction

Grants may be awarded to Qualifying Organisations during the current financial year, at the discretion of Hook Parish Council, to enable the organisations to undertake voluntary and community sector activities.

A grant is an allocation of funds to a qualifying organisation during the current financial year, however:

- On-going commitments to award grants will not be made.
- A fresh application will be required for each grant application made
- Only **one application for each type of grant** will be considered from any one organisation **in any one financial year**.
- Grants will not be made retrospectively

The Environment and Community Committee of Hook Parish Council will consider all grant applications received from qualifying organisations, against transparent and consistent criteria. A calendar of meetings can be found on our web site at www.hook.gov.uk or on the Parish Council notice boards.

Grants can be awarded by resolution of the Environment and Community Committee, subject to the availability of funds and the suitability of the application. To qualify for an award the applicant must be able to demonstrate that any funding provided by Hook Parish Council for a specific purpose will benefit the Parish, or residents of the Parish and is not controlled or administered by the Parish Council.

The Parish is defined as within the RG27 post code with a suffix beginning with 9. Other RG27 postcodes are not within the Parish of Hook.

A maximum of £2,500 can be applied for. However, if exceptional circumstances are demonstrated by an applicant, the Environment and Community Committee retain the right to recommend grant awards in excess of £2,500 to Full Council for ratification.

Activities for which grants can be given

Applications will usually be considered for the following purposes: -

1. For the purpose of purchasing or improving of equipment or premises either in part or in full, within Hook Parish.
2. For the funding of transport that will enable group members to partake in a group trip or outing regardless of their incomes.
3. For training activities, or to purchase the expertise of an outside trainer/ instructor/ facilitator.
4. For activities that raise the profile of the area.
5. For running costs of a viable group that is experiencing a temporary period of hardship.
6. For hosting special events or celebrations.
7. For the provision of recreational facilities, within Hook Parish as defined above.

How to apply for a grant

There are two application forms on our web site, please ensure you download the form relevant to your application.

Grants under £1,000

Organisations applying for a grant must;

1. Meet the eligibility requirements set out below
2. Complete an application form
3. Submit a copy of their written constitution.

Grants over £1,000

Organisations applying for a grant must;

1. Meet the eligibility requirements set out below
2. Complete an application form
3. Submit
 - a. A copy of their written constitution
 - b. A copy of their latest bank statement
 - c. A copy of their last financial year accounts
 - d. A copy of the lease where grant refers to property matters

Exceptional Circumstances (where value of request is over £5,000)

In addition to the items above the organisation must confirm that they have robust tendering procedure, specifically that a minimum of three quotes/tenders are obtained.

The Environment and Community Committee reserves the right to request proof of the tendering process.

GRANT TERMS

Qualifying Criteria

An organisation will qualify if it meets the following criteria:

- It is independent of any other commercial organisation and determines its own aims and objectives
- It is formally constituted with an approved signed written constitution and a management committee made-up of primarily of volunteers.
- It operates on a not-for-profit basis and exists for educational and/or charitable reasons only, from which its shareholders and trustees do not benefit financially.
- It provides activities that predominantly benefit the residents of Hook Parish, specifically:
 - It is based in the Parish of Hook and its services or benefits are delivered predominantly to the people of Hook Parish, or
 - It is based outside of the Parish of Hook but its services or benefits are provided predominantly to the people of Hook Parish.

Hook Parish Council will not normally provide funds if:

- It considers funding of the activity is the responsibility of a Statutory Authority.
- The applicant is a school or parents association, and the activity involves school children and takes place within the school day
- The project or activity is outside the powers and functions of Parish Councils
- The application is in respect of funding an individual or commercial organisation
- The application, either by a local or national organisation, cannot identify that the money given, will be used substantially for the benefit of the residents of Hook Parish.
- The application is from a National Organisation with a general request.

Grant Awarding Criteria

Each application for funding will be assessed on its own merits and reviewed against the following criteria:

- Number of residents directly benefiting from the grant
- The quality and effectiveness of services or benefits provided by the qualifying organisation
- The financial management of the qualifying organisation including the provision of signed accounts (where applicable)
- The ability of the organisation to attract new sources of funding
- Whether the organisation has transparent objectives, performance monitoring and risk assessment procedures
- The ability of the organisation to meet new community needs
- The amount and frequency of previous awards

Conditions of Grant

- 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 unused monies must be returned to Hook Parish Council within 12 months or after such period as shall be specified at the time the grant is awarded.
- All awards must be properly accounted for, and evidence of expenditure must be supplied if so requested. If Hook Parish Council is not satisfied with the arrangements, it reserves the right to demand a refund of monies awarded.
- Donations to Registered Charities in response to a general fundraising appeal will normally be restricted to an upper limit of £100
- More than one application within the same financial year will not normally be considered.
- All grants must be publicly recognised, through publicity/marketing material or a documented public acknowledgement of event sponsors.

Monitoring Process

To ensure all monies are well spent the Environment and Community Committee may carry out random checks each year. In addition

- All successful applicants for grants of over £1,000 will be asked to complete a monitoring form which will be provided at the time of grant payment and the return deadline will be advised.
- All successful applicants may be required to provide evidence of a public acknowledgement for the funding received. Failure to provide this will result in the receiving organisation being excluded from any subsequent Parish Council funding for a twelve-month period.