**HALE PARISH COUNCIL  
Grant Awarding Policy**

Introduction

Hale Parish Council has a small budget which is reviewed annually for the award of grants to support community organisations. The Parish Council will consider applications for grants from voluntary groups or charitable organisations, which are not for profit and which can demonstrate that any funding received will directly benefit the Parish, or residents of the Parish.

All grant applications are considered by the full Parish Council at a monthly Council meeting.

Nature of the application

The Parish Council may award a grant, at its discretion and within its budget, where a clear financial need can be demonstrated by the applicant organisation for a project which falls within the aims and objectives of the Parish Council. To be considered for a grant applicants should demonstrate at least one of the following:

1. A matter within the Parish Council’s Action Plan;
2. A matter within the Parish Plan;
3. The provision of a beneficial service;
4. Enhancing the quality of life;
5. Improving recreation, social or sport activities;
6. Improving the environment; or
7. Promoting Hale in a positive way.

Any grant awarded must benefit the Parish or residents of the Parish..

Conditions

1. The applicant organisation must be either non-profit or charitable. Applications will not be considered from private organisations operated as business or otherwise to make a profit or surplus.
2. Applications will not be considered from organisations outside the Parish unless there is also a local project or other connection.
3. A grant will not be made to any individual.
4. A grant will not be made retrospectively.
5. Applications will not normally be considered from national organisations or local groups with access to funds from a national “umbrella” or “parent” organisation unless such funds are not available or are inadequate for a specified project.
6. The applicant organisation must have a bank account in its name with at least 2 authorised representatives required for any transaction.
7. The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of relevant expenditure should be provided to the Parish Council when requested.
8. An organisation may only apply for one grant in any Parish Council financial year.
9. The Parish Council will not commit to ongoing financial awards in future years. A fresh application must be made each year.
10. Each application is assessed on its own merit and in the light of the Parish Council’s objectives.
11. The benefit to be gained must be commensurate with the planned expenditure.
12. The Parish Council may make the award of any grant subject to such conditions as it considers appropriate. It reserves the right to refuse any grant application which it considers to be inappropriate or outside the current Parish Council objectives.
13. The grant must be used for the purpose for which it is awarded. Any authority for a change of use must be requested in writing and given prior approval by the Parish Council.
14. Any unspent portion of the grant must be returned to the Council by the end of the financial year in which the award is made, unless otherwise agreed.
15. If the organisation ceases to exist any unspent grant must be returned to the Parish Council.
16. Nothing set out here shall prevent the Parish Council from exercising the power and complying with its duties under S137 of the Local Government Act 1972.

Application Timing

1. Applications may be submitted at any time.
2. Applicants should be aware that the amount of funds available for grants may be eroded over the year.

Application process

1. All applications are to be made to the Clerk.
2. Applicants must complete an application form, obtained from the Clerk or the website*.* Please answer all questions as fully as possible.
3. Applicants, where possible, are asked to provide:

* a copy of the constitution or details of their aims and purpose
* full details of the project, activity or matter for which funding is sought
* demonstrate that the grant will benefit Hale
* identify approximately the number of beneficiaries
* demonstrate the need for funding
* budget or business plan for the project
* last year’s accounts, or if not available 6 months bank statements
* any quotes or estimates obtained.

Applicants can obtain further guidance from the Clerk, including details of the funding available in the current year.

Approved: 6 June 2017

To be reviewed: June 2018