

## **Hankelow Parish Council – Grant Award Policy and Application Process**

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### **1.0 Objective**

1.1 The Parish Council wishes to support activities and causes which benefit the parish of Hankelow and the wellbeing of its community. Hankelow Parish Council has a small budget for the award of grants.

### **2.0 Introduction**

2.1 A grant is a payment made by the Council to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish. The Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service;
- Enhancing quality of life;
- Improving recreation and/or sports;
- Improving the environment;
- Supporting vulnerable groups;
- Promoting the Parish of Hankelow in a positive way

### **3.0 Application Process**

3.1 The Parish Clerk will receive any grant applications in the first instance and will then collate all the necessary information from the applicant ready for presentation and discussion at the appropriate Parish Council meeting.

3.2 Applicants will be required to complete an application form, available from the Parish Council Clerk or from the Council's website. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.

3.3 In addition to the application form, organisations will be required to provide the following supporting information:

- A copy of their written constitution or details of their aims and purpose
- Demonstration of a clear need for the funding

3.4 The Parish Council will review applications at the next meeting of the Council.

3.5 Normally grants will be paid within one month of the approval and successful applicants will be expected to provide a brief report on how the funds have been spent at the Annual Parish Council meeting (normally held in May)

3.6 Funds available are limited and guidance can be given to applicants by the Clerk where required (although please note this is for guidance purposes only and is not an indication of support or of the actual funds available).

### **4.0 Promotion**

4.1 The Parish Council will expect a public acknowledgement of any grant awarded by the recipient.

### **Conditions:**

- The applicant organisation must be either a charity, voluntary or community organisation;
- Grants will not be made to individuals, businesses, religious groups or political parties;
- The group must be able to demonstrate that any funding from the Parish Council will directly benefit the residents of the Parish of Hankelow;
- Grants will not be made to projects that adversely discriminate on any grounds;
- No single grant shall exceed £350;
- An organisation should have a bank account in its own name. Payment will be made to the named organisation, not an individual;
- All applications shall be subject to review by the Parish Council before any decision is made;
- Applicants should not consider their application will be approved until such time as the Parish Council has fully considered their application and notified of the outcome;
- Only one application for a grant will be considered from each applicant in any one funding cycle;
- The Parish Council reserves the right to reclaim any grant not being used for the purpose specified on the application form. The Parish Clerk will, therefore, be allowed to verify that the monies have been spent accordingly;
- Grants cannot be awarded after the relevant project or event has been completed;
- Each application will be assessed on its own merits;
- An ongoing commitment to award a grant in future years will not be made. A fresh application will be required each year;
- The Council may make the award of any grant subject to additional conditions and requirements as it considers appropriate. The Council reserve the right to grant, decline or partially fund applications depending on the nature of the application and funds available;
- Any grant must only be used for the purpose for which it was awarded unless written approval of the Council has been obtained for a change of use of the grant monies

Section 137 of the Local Government Act 1972 empowers local councils to make such grants to voluntary bodies and charities, where no specific grant making power exists in other legislation and where, in the Council's opinion, the grant will benefit any part of its area or any of its inhabitants.

Nothing contained shall prevent the Council from exercising, at any time, its existing duty or 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.

Adopted : January 2024

## Hankelow Parish Council Grant Application Form

Please forward your completed application form and supplementary information to Hankelow Parish Council by emailing the Clerk as follows: [clerk@HankelowParishCouncil.org](mailto:clerk@HankelowParishCouncil.org)

Organisation	
Contact Name	
Contact Address	
Tel No	
Email address:	
Please describe the main activities of your group including details of how long it has been operational and any formal constitution that you may have (max 200 words)	
Charity Number (if applicable)	
Does your group have an equality opportunity policy/statement?	
Have you applied for a grant from the Parish Council before? If so, please provide details	
How much grant funding award are you applying for?	
When will you require payment?	
Please provide details of how the grant funding will be spent (max 200 words)	
How will the grant benefit residents of Hankelow parish (max 200 words)?	

Please read the following important terms and conditions carefully. By signing this form, you are confirming that:

- You are an official representative of your group and are authorised to apply for funding on their behalf
- Your details can be held by Hankelow Parish Council in accordance with the Data Protection Act to administer the grants process.
- The information provided in this application is a fair and accurate description of your group and the project for which you are seeking funding. Misleading or inaccurate information may result in your application being rejected. Late application or failure to complete any section of the application form may result in your application being delayed or rejected

Name of Applicant .....

Signature: .....

Date: .....