

MUCH HADHAM PARISH COUNCIL

Grants Policy

1. Introduction and Policy Statement

- 1.1. Much Hadham Parish Council recognises the immense value of voluntary and community activity and its contribution to residents' well-being. The following policy and procedures are based on the principles of fairness, responsiveness to local need, generosity and accountability.
- 1.2 Much Hadham Parish Council has the authority to make grants under the Local Government Act 1972, s 137, which allows a local authority to spend a limited amount on activities for which it has no specific power, but which the authority considers "will bring direct benefit to the area, or any part of it or all of some of its inhabitants". The Local Government and Housing Act 1989 added the requirement that the benefit obtained should be commensurate with the expenditure incurred.
- 1.3 The aim of this policy is to enable the Council to make an informed and fair assessment of relative need and thereby seek to ensure that finite resources are distributed fairly.

2. Principles

- 2.1 Grants will be awarded on the basis of the criteria and assessment process set out in this policy as amended from time to time.
- 2.2 Grants are awarded at the discretion of the Council and will be considered only from "not for profit" organisations.

3. Eligibility Criteria

- 3.1. Grants will only be awarded to organisations which demonstrates all of the following:
 - a) Have a need for grant funding. Grants will not be given to any organisation with significant uncommitted funds;
 - b) Have, in the opinion of the Council, sound governance arrangements;
 - c) Have, in the opinion of the Council, sound financial management and plans;
 - d) Represent good value for money;
 - e) Grants will not be awarded for expenditure already incurred;
 - f) Grants to the same groups/organisations will only be awarded every three years;
 - g) Demonstrate a degree of community development/public involvement; and
 - h) Provide services for youth and/or elderly and/or improve sport or cultural activities.

4. Application and Determination Process

- 4.1. Information about grants is available on the Council's website and in the Council's Newsletter.
- 4.2. Applications for funding need to be submitted by 31 July in order to be considered at the September meeting.
- 4.3. Original applications are available on file for scrutiny by any Councillor. The Clerk will provide a summary of the applications for members.
- 4.4. All organisations in receipt of grants will be required to provide a short report in March of each year indicating how the grant was used and the benefits arising.

5. Supporting documentation required

- 5.1. On the application form, confirmation will be required that the following items are available for inspection, if required:

- Aims of the organisation.
- Constitution.
- Memoranda and articles.
- Terms of reference.

- 5.2. The application itself must contain the following information:

- a) Name and address of key contact.
- b) Names of Chairman, Secretary and Treasurer.
- c) Location of activities.
- d) Number of clients served (where relevant).
- e) Description of service provided.
- f) Reasons for application with details of how the grant will be used.
- g) The amount of funding being requested.
- h) How the grant will benefit the parish.
- i) Other sources of funding for the same purpose, whether secured or unsecured.
- j) Latest audited or certified accounts (must not be more than 18 months old) where these can be expected.
- k) How Council support will be acknowledged/published.

6. The eligibility of applications will be assessed against the following criteria

- 6.1. If the applicant has received funding previously, the Council must be satisfied that the applicant has delivered that service to a satisfactory level.
- 6.2. Applicants must answer all the questions on the application form.
- 6.3. Applications must demonstrate direct benefit to the inhabitants of the parish.
- 6.4. The funding requested must be commensurate with the benefit obtained by parishioners.
- 6.5. Awarded grants will be published on the Council's website annually.
- 6.6. Feedback on individual grant applications may be given on request to the organisation concerned.

7. Conditions for giving grants

- 7.1. Any funds not utilised for the original purposes must be offered back to the Council.

MUCH HADHAM PARISH COUNCIL

Clerk of the Council	Address	Telephone	E-mail
Fiona Forth	40 Calverley Close Bishop's Stortford Herts CM23 4JJ	01279 861869	fionaforthmhpc@gmail.com

GRANT APPLICATION FORM

General information

The Much Hadham Parish Council has a limited budget to make grants on a discretionary basis to **voluntary organisations and community groups that provide services that benefit the economic, environmental and/or social well being of residents of the Parish.** This includes, but is not limited to:

- Capital grants for equipment.
- Revenue grants to pay running costs and salaries for one year.
- Funding for particular events.
- Funding for particular projects.

In deciding on the allocation of grants, the Parish Council will take into account the financial status of the organisation/group and who in the community will benefit from the grant.

To enable the Parish Council to make this assessment, please provide as much information as possible in order to support your application.

Deadline for submission of application is 31st July. Grants will be considered at the September meeting.

<i>Please provide a name and contact details so that we can contact you</i>			
Name			
Position in the organisation			
Address			
Telephone	Home	Business	Mobile
Data Protection Act	All the information you enter on the application will be stored and held in accordance with the Data Protection Act 1998 and used by the Parish Council for the purpose of analysing and recording grants.		

<i>Please give us details of your organisation/group</i>		
Name of the organisation/group		
Where does the organisation meet?		
What are the aims of the organisation? How do these aims benefit the economic, environmental and/or social well being of residents of the parish?		
Approximately how many and what type of Much Hadham Parish residents will benefit from the grant? (Please give a realistic figure and explain in words.)		
Is your organisation a registered Charity?	Yes/No	Registered charity number

<i>Please tell us the amount that you are applying for and how the money will be spent. Please provide as much supporting information as you can.</i>	
Amount	£
How will the money be spent?	
Attach copies of quotes or other relevant documentation.	
Please provide a copy of your latest accounts.	
What is the organisation's estimated income and expenditure for the year?	
Have you applied for any other grants in this financial year? Please provide details.	

Please return the completed form, together with supporting information, to:

Fiona Forth, Clerk to the Council
40 Calverley Close, Bishop's Stortford, Herts CM23 4JJ

I confirm that, as far as I know, the information contained in this application is true and accurate.

Signed.....

Name.....

Position in the organisation.....

Date.....