

MUCH HADHAM PARISH COUNCIL

Grants Policy

1. Background

- 1.1. Much Hadham Parish Council (the Council) recognises the immense value of voluntary and community activity and wishes to encourage such activities for their contribution to residents' wellbeing.
- 1.2. The Council has the authority to make Grants (or donations) under the Local Government Act 1972, s 137, which allows limited funding for activities that "will bring direct benefit to the area, or any part of it or all or some of its inhabitants".
- 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 and that the benefit obtained is commensurate with the expenditure incurred.
- 1.4. Grants will be awarded on the basis of the criteria and assessment process set out in this policy.

2. Who Can Apply

Any not-for-profit community groups, clubs, societies, and local branches of charities which can demonstrate a degree of community development/public involvement in the parish can apply for a Grant.

Individuals, commercial businesses, or groups promoting political or religious viewpoints may **not** apply for a grant.

3. Funding Rules

- 3.1. Applications are limited to a maximum of £500 per group per financial year (12 months to 31 March).
- 3.2. Grants may be made for costs to be incurred on providing "a direct benefit to the area" and may include running costs, equipment, events, training, or start-up costs.
- 3.3. Grants cannot be made for retrospective spending (items already bought) or projects that do not benefit parish residents.
- 3.4. Evidence of spending should be emailed to the Clerk of the Council within 3 months of the receipt of the Grant together with a short report on how the grant was used and the benefits achieved for residents of the parish.
- 3.5. Any unspent funds must be returned to the Council after 6 months.

4. Application and Decision Process

- 4.1. Applications for funding need to be submitted using the form attached, by email to the Clerk of the Council.
- 4.2. At a following Council meeting, which applicants may attend, the Council will decide whether the Grant application will be accepted and how much will be awarded based upon its assessment of the likely community benefit and the then available budget for Grants.
- 4.3. The Council's decision at this meeting is final.
- 4.4. Any grant awarded will only be disbursed by bank transfer to a UK bank account in the name of the group applying for it. Bank details will be requested after the decision is made.

GRANT APPLICATION FORM

Please complete the form and email together with any supporting documents to the Clerk of the Council at:

clerk@muchhadhamparishcouncil.co.uk

<i>Please provide a name and contact details so that we can contact you</i>	
Your Name	
Name of the organisation / group	
Your position in the group	
Postal and Email Address for correspondence	
Contact telephone no.	
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 Council for the purpose of analysing and recording grants.

<i>Please give us details of your organisation/group</i>		
What are the aims of the organisation? How do these aims benefit the economic, environmental and /or social wellbeing of residents of the parish?		
Approximately how many and what type of 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 (max £500)	£	
How will the money be spent?		

<i>I confirm that the information on this form is correct and that any grant awarded will only be used for the purposes stated.</i>	
Signed :	Dated :