

Halebank Parish Council

Caring for our community - always putting the people of Hale Bank FIRST

GRANT POLICY

Hale Bank Parish Council is funded by the residents of Hale Bank and therefore has only limited funds available to assist community organisations located and working in Hale Bank for the benefit of the community.

Subject to funding available, Hale Bank Parish Council is committed to providing assistance and support to local community groups which are set up to promote community life for Hale Bank residents.

The Council finance support is provided by way of the grants/donations which are decided against criteria set by, and which can be amended from time to time, Hale Bank Parish Council.

In order for this Council to be able to assess applications rationally and objectively, many of which will inevitably be totally dissimilar in content, it is both necessary and helpful to assess all applications against a range of criteria. These are designed to be a general indication of need but are not exclusive and can be flexibly applied.

The Parish Council policy on community grants is based on the principle of promoting the development of partnerships which encourage and enable local community organisations to deliver local projects to the residents of the Parish.

In general, the following principals apply:

1. Assistance will be given on the basis of need, merit and contribution to the local community.
2. Applicants must clearly show how any assistance given will benefit the people living in the Parish and or will benefit the environment of Hale Bank.
3. Any assistance given will be subject to on-going monitoring and subsequent evaluation of the outcome of the grant.
4. Organisations should not make a presumption that funding will continue on a year to year basis.

The Aims of the Parish Council's Grant Making Policy

Hale Bank Parish Council provides grant funding to support the following aims:

1. To enable local people to participate in voluntary groups and activities.
2. To help the parishes' voluntary groups to improve their effectiveness
3. To ensure the provision of services, needed by the resident, via the voluntary section.
4. To support organisations which meet the needs of people experiencing social and economic difficulties.
5. To ensure that there is equality of access and opportunity for all parishioners of Hale Bank to the services it provides and funds.
6. To improve or enhance the local environment
7. To Achieve value for money.

The council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid managements committee.

The Council can only donate fund to organisations if the Council have the 'Power' to so do.

The Grants Process

To apply for a Council grant you must be a charity, community group or local voluntary organisation with a constitution and dedicated bank account, operating or providing a service to the community. All funding requests must use our application form and applicants should provide all information requested.

The amount of money available for grants varies each year, depending on the overall council budget.

Hale Bank Parish Council uses the following criteria to decide on grant applications:

1. Whether the group/project has followed our grants process and meets our requirements and grant giving policy.
2. Level of benefit to Hale Bank and the impact the grant will make.
3. Evidence of a well-managed group including previous experience and track record.
4. Financial sustainability and viability of group and/or project.

Hale Bank Parish Council will not fund the following:

1. Organisations that do not provide a service to the community in Hale Bank
2. Individuals or appeals supporting an individual
3. General appeals
4. Statutory organisations or the direct replace of statutory funding.
5. Political groups or activities promoting political beliefs.
6. Religious groups or activities promoting religious beliefs.
7. Arts and sports projects with no community or charitable element.
8. Medical research, equipment or treatment.
9. Animal Welfare.
10. Projects that may take place before an application can be decided.
11. Organisations that have closed of restricted membership.
12. Equipment or other costs that have already been purchased or incurred to the application being considered.

Hale Bank Parish Council Grants – Grants are usually offered on a one off basis to support a particular project, event, activity or the purchase of equipment. They are also open to new groups wishing to start up and receive a small contribution towards their running costs.

The Application Process

Groups much apply for funding using the appropriate application.

Grant application forms can be downloaded from the Council's website or are available from the Clerk. The Clerk can also provide assistance to any group having difficulties completing the application form.

Grant applications will only be considered if all sections of the form are completed and appropriate supporting information/evidence is supplied where requested.

All valid grant application will be assessed and presented to the Full Council committee for consideration.

All applicants will be notified of the Councils decision.

Payments

Grants will only be paid by cheque, made out to the named organisation.

Monitoring and reporting requirements

As a condition of receiving a grant from Hale Bank Parish Council you are required to complete a short evaluation form

Groups are expected to provide Hale Bank Parish Council with written evidence of what the money has been spent on and the benefit it has brought to the people of the Parish. Such evidence of how the money has been spent should include copies of invoices and receipts plus photo's, press clippings, etc. where applicable. This information should be submitted within one month of the event/project end or by the end of February each year whichever is the sooner, so that it can reported at the Annual Council Meeting.

General grant conditions

1. The grant can only be used for the purpose in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application. However, if the group wishes to change the purpose of the grant they must seek approval by writing to the Council who will consider whether or not to approve the change.
2. Applications for projects where the work has already been completed will not be considered.
3. We will not support grants for repayment of loans or cost of services, equipment or provisions in anticipation of a grant.
4. Small grants must be spent within 1 year of the award. Any unspent monies left after this time must be returned.
5. Organisations are responsible for ensuring that they are in compliance with all applicable legal and statutory requirements (including those relating to health and safety equalities).
6. Should for any reason the organisation disband or the project not completed the Council may ask for all or part of the monies to be paid back.
7. Acknowledgement of financial support received from the Council is required on documentation and any promotional material, including websites.
8. In order to receive payment organisations/groups must have bank account into which grants can be paid; payments will not be made to private individuals.
9. Only one application per year will be accepted from any organisation.

Additional grant conditions may be attached to any funding from Hale Bank Parish Council and these will be set out in the award confirmation letter. Failure to comply with any conditions attached a grant may result in grants being repaid or affect future grant assistance.

