

## **GRANTS TO BENEFIT THE COMMUNITY**

### **POLICY & PROCEDURE**

<http://www.greathorkesley-pc.gov.uk>

**Approved 22 September 2021 Minute Ref: 6c**

#### **1. OVERVIEW AND CRITERIA**

Great Horkesley Parish Council (GHPC) may pay grants to non-profit making organisations if it can be shown that this would benefit people living in the parish. In order to receive a grant an organisation will need to demonstrate that it is of good standing and well run. GHPC has absolute discretion in the exercise of its power to make grants and there is no right of appeal.

The income from which grants are paid is derived from council tax at either parish or borough level, so an applicant will need to demonstrate that the need for the grant did not arise through neglect and that the expenditure would represent good value for money. Normally and for all but the smallest sums, more than one estimate will need to be obtained. Work should not be started nor goods ordered until the grant has been approved; unless a regime of staged payments has been agreed in advance, payment of a grant in respect of a one-off project will normally be made on completion.

Other bodies can grant funds to community organisations. GHPC is more likely to look favourably on an application which shows that additional funding is being sought from other bodies and/or will come from the applicant's own resources.

In certain circumstances GHPC can reclaim VAT in respect of payments it has made directly to a supplier of goods or services. It follows that it may be beneficial to the community for the Council to receive and pay an invoice rather than make a grant. This possibility should be explored with the Parish Clerk at an early stage. If this procedure is appropriate, the grant approval criteria will still apply.

GHPC aims to operate with modest financial reserves, so there is a preference for an application being submitted in one financial year with a view to payment being made in the next; therefore potential applicants should be reviewing their own financial needs well in advance. The Council's financial year runs from the 1<sup>st</sup> April: as a rule the budget for the year will have been worked up late in the preceding autumn and formally approved at the January meeting. Ideally a grant application should be submitted no later than the autumn to enable payment to be made in the following spring. In practice, the earlier that GHPC is told that a grant may be needed, the more likely it is to be able to be able to secure the funds to make the grant.

Where practicable, a successful applicant will be expected to display a small plaque indicating that the project or work was made possible by financial support provided by Great Horkesley Parish Council.

## 2. SUMMARY CRITERIA TABLES

The Council will award grants to eligible local organisations for acceptable items of expenditure that appear to the Council to be in the interests of, and will bring direct benefit to any part of or the whole of the parish area or to some or all of the residents provided the grant awarded is commensurate with the benefit to be derived and provided the Council has the available funds.

### a) Eligible Organisations

Eligible	Not Eligible
Local not for profit Organisations with membership open to all local people subject to valid membership criteria.  Local or local branches of Charities.	Individuals (other than in exceptional circumstances and provided that the general power of competence can be used). Businesses

### b) Eligible Expenditure

Eligible	Not Eligible
Events Capital Projects Jointly funded facilities or services. Any expenditure for which the Council has powers. Maintenance of churchyards within the parish.	Normal Running Costs Normal Maintenance Expenditure already incurred Subsidy to keep membership fees affordable.

## 3. PROCEDURE

The purpose of this procedure is to ensure that the Council is able to consider and compare all applications together in order to prioritise fairly. However, the procedure is also intended to be flexible in order to be able to deal with unforeseen circumstances.

- (i) The Council will advertise on notice boards, its web site and in the village news (if practicable) that grants are available in the following financial year at least three weeks in advance of the closing date.
- (ii) The closing date for applications will be (at the latest) 23 November or such other date as shall be agreed by the Council.
- (iii) Applicants must submit applications on the approved form.
- (iv) In the event that a grants process has not been started in the previous year the Council may commence a process to encompass the current and following financial years.
- (v) Further ad hoc grants will be considered once the annual grants application process has concluded should funds allow.
- (vi) The Council may consider the award of a grant at any time in emergency circumstances.
- (vii) The award of grants will be approved by the full Council.
- (viii) The organisation receiving the grant will provide evidence to support the need for the grant and to prove that the grant funding has been spent on the approved purpose.
- (ix) The Council may claim back any grant awarded in the event that the original organisation disbands prior to spending the money or the money has not been spent within the relevant timescale.

**GREAT HORKESLEY PARISH COUNCIL**

[www.greathorkesley-pc.gov.uk](http://www.greathorkesley-pc.gov.uk)

**CLOSING DATE: 29 NOVEMBER 2021**

**GRANT APPLICATION FORM  
FINANCIAL YEAR 2022 - 2023**

**YOUR ORGANISATION**

Name of Organisation:	
Registered Charity No: (If Applicable)	
Contact Name and Position:	
Address:	
Tel No(s):	
e-Mail Address:	
Amount of Grant requested?	£
Finances from most recent audited period:	(Period From/to: ) £ (Income) £ (Expenditure) £ (Cash at Bank at Start of Year) £ (Cash at Bank at Year End)*
*Please show how much you intend to hold in reserve and how the remainder of Cash at Bank will be spent during the year:	
Please briefly describe your organisation. For example the aims of your organisation, how it is run, how often it meets, the number of committee members.	
Please briefly describe who benefits from the organisation, who can join, how they benefit, what the membership fees are and any other relevant details:	

### MY GRANT APPLICATION

Please describe the reason for the request for grant funding and the implications if the grant is not awarded:

Please give details of any other relevant grant funding applied for or received:

Please state the date at or period in which you expect to spend the grant money if awarded.

### AGREEMENT

I confirm:

(i) that this organisation is eligible for grant funding in accordance with the approved Grants Policy and Procedure issued by Great Horkesley Parish Council and that the grant sum if awarded will be spent on the purpose stated in this form.

(ii) that the Parish Council may ask for additional information or evidence.

(ii) that the organisation will account to the Parish Council for the grant expenditure (if awarded) and in the event that the grant sum is not expended during the agreed period as set out in the grant letter from the Parish Council or because the organisation has disbanded and the grant had not at that time been spent, that the grant will be returned on demand.

(iv) that the organisation will obtain the consent of the Parish Council to the disposal of any equipment purchased using grant funding within two years.

**Signed:**  
**Name:**

**Date:**

**Position in Organisation:**

NB: The application should be signed by the Chairman or person within the organisation responsible for financial accounting.

**Please return this form by the closing date TBA by e-mail to:**  
[parish-clerk@greathorkesley-pc.gov.uk](mailto:parish-clerk@greathorkesley-pc.gov.uk) or by mail to:

**Penny Mutch, Parish Clerk, Great Horkesley Parish Council,  
15 Malvern Way, Great Horkesley, Colchester, CO6 4TZ**