



GRANTS TO BENEFIT THE COMMUNITY

POLICY & PROCEDURE

www.greathorkesley-pc.gov.uk

This Policy will be reviewed annually by the Finance Committee.

Adopted: Finance Committee Meeting 1st September 2022 Minute Ref F22/24

Reviewed: Finance Committee Meeting 10th October 2023 Minute Ref F23/15

Finance Committee Meeting 9th July 2024 Minute Ref F24/07

Finance Committee Meeting 8th July 2025 Minute Ref F25/07

INTRODUCTION

A grant is any payment made by Great Horkesley Parish Council (GHPC) to an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Parish Council. Section 137 of the Local Government Act 1972 gives local councils the power to make such grants to voluntary bodies and charities where it will benefit part or all of the area or its inhabitants (but not an individual), and that grants must be commensurate to the benefit, representing value for money and being fairly distributed. GHPC makes provision for awarding grants within its annual budget.

GRANT APPLICANTS

GHPC awards grants, at its absolute discretion, to not-for-profit, charitable or volunteer organisations, which demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish of Great Horkesley in a positive way

GHPC will **not** award grants to:

- Private individuals
- Commercial organisations
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide unless such duty is devolved to the community or local level by agreement
- 'Upward funders'/'uploaders' (local groups where fundraising is sent to a central HQ for redistribution)
- Political parties
- Religious organisations unless for a purpose which does not discriminate on grounds of belief
- Any organisation which in the view of GHPC has racist, extremist or other policies which the Parish Council deems to be unacceptable

This list is not exhaustive and may be added to at GHPC's discretion.

CONDITIONS OF FUNDING

- The organisation applying for a grant must be either non-profit or charitable. Applications will not be considered from private organisations or those listed above.
- Only one application for a grant will be considered from any organisation in any financial year and a fresh application will be required each year.
- Ongoing commitments to award grants in future years will not be made.
- Grants will not be made retrospectively.
- There is no right of appeal.

- The organisation must have a bank account in its own name, which the grant will be paid to by BACS if the application is successful.
- The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for, and evidence of, expenditure should be supplied to GHPC as requested.
- GHPC may award the grant subject to such additional conditions and requirements as it considers appropriate.
- Any grant must only be used for the purpose for which it was awarded unless the written approval of GHPC has been obtained for a change in use of the grant monies, and any unspent portion of the grant must be returned by the end of the financial year in which it was awarded.
- Where practicable, a successful applicant may 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.

Nothing contained herein shall prevent GHPC 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.

GRANT APPLICATION PROCEDURE

Applicants are required to complete the Grant Application Form, available from the Clerk by emailing parish-clerk@greathorkesley-pc.gov.uk or from www.greathorkesley-pc.gov.uk. All questions should be answered in full and the organisation must provide all required supporting documentation in order for the application to be considered. Organisations are required to submit their application **before the end of October** each year. The Clerk of the Council will receive all applications in the first instance and collate all the necessary information relating to the application ready for presentation and discussion at the appropriate Finance Committee meeting.

Each year, when the budget is set, an amount will be allocated from which grants will be awarded during the following financial year. This amount will principally be for grant requests that have already been received by GHPC in accordance with the application procedure, and which it envisages may be granted. An additional amount may be reserved in the budget from which other emergency grant requests may be made.

Each application will be assessed on its own merits and GHPC will make the decision on which grants to award at the appropriate meeting of the Finance Committee. All applicants will be contacted following the Council's decision. Once the grants budget is exhausted, GHPC will only consider emergency requests for assistance.

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.



GREAT HORKESLEY PARISH COUNCIL
Gt Horkesley Village Hall, Tile House Lane CO6 4EA
parish-clerk@greathorkesley-pc.gov.uk

GRANT APPLICATION FORM 2026/27
Closing date for applications: 31st October 2025

The Organisation	
Organisation's name and address As provided in your constitution or set of rules	
Contact name and position Please provide a main contact, telephone number and email address	
Type of organisation Eg charity, volunteer group etc. Provide a Charity Registration No if applicable	
Describe the organisation State the aims and objectives of your organisation, the main activities it carries out and how it is managed/how the committee is formed	
Members of the organisation Who can join the organisation, who benefits from the organisation and how and, if necessary, what are the membership fees	

Grant Application	
Reason for application Please provide details of exactly how the money being applied for will be used	
Grant request Please state how much money is needed for the project in total , and how much you are requesting from the Parish Council	Money needed in total for the project: Grant amount being requested from the Parish Council:
Implications of refusal What the implications will be if this grant request is refused	
Other funding What other sources of funding have been applied for or received (membership fees, grants, fundraising events etc)	
Date of expenditure When you expect the money to be spent if it is awarded	

Organisation Finances	
Most recent financial period Dates from/to	
Finances for the most recent financial period	
Income: £	Cash in bank at start: £
Expenditure: £	Cash in bank at end: £

Reserves How much is being held in reserve and how is the remainder of cash to be spent during this period	
If you have a set of accounts that will help your application, please attach them.	

Agreement	
I confirm that:	
i) This organisation is eligible for grant funding in accordance with the Grants to Benefit the Community Policy & Procedure approved by Great Horkesley Parish Council and that the grant sum, if awarded, will be spent on the purpose stated on this form. ii) I will aim to provide any additional information or evidence requested by the Parish Council. iii) 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 if the organisation has disbanded and the grant at that time had not been spent, the grant will be returned. iv) The organisation will obtain the consent of the Parish Council for the disposal of any equipment purchased using grant funding within two years of receipt of the grant monies.	
Signed:	Date:
Name:	
Position in organisation:	

Please return this form by 31st October 2025 to: parish-clerk@greathorkesley-pc.gov.uk or GHPC, Gt Horkesley New Village Hall, Tile House Lane CO6 4EA
