



GRANTS POLICY

Haydon Wick Parish Council will consider applications for grants from voluntary groups or charitable organisations.

To qualify for an award the applicant must be able to demonstrate that any funding from the Haydon Wick Parish Council will benefit the Parish, or residents of the Parish.

Grant applications will be dealt with by the Full Council.

In determining the validity of an application, the committee will refer to the following guidelines:

Applications will be considered for the following purposes: -

1. For the purpose of purchasing equipment either in part or in full.
2. For the funding of transport that will enable group members to partake in a group trip or outing regardless of their incomes.
3. For training activities, or to purchase the expertise of an outside trainer/ instructor/ facilitator.
4. For activities that raise the profile of the area.
5. For running costs of a viable group that is experiencing a period of hardship.
6. For hosting special events or celebrations.
7. For the provision of recreational facilities.

Conditions: -

1. Grants will not be awarded to individuals
2. Additional applications within a 12 month period will not normally be considered.
3. The award must be used for the purpose for which the application was made.
4. If the group is unable to use the award for the stated purpose, all monies must be returned to Haydon Wick Parish Council.
5. All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If Haydon Wick Parish Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded.
6. Donations to Registered Charities in response to a general fundraising appeal will be restricted to an upper limit of £100.00.
7. Groups operating outside the parish boundary will normally be limited to an upper limit of £100.

Eligibility: -

1. Any Charity, Voluntary Group or Community Organisation.
2. Agencies that operate within Haydon Wick Parish and are of benefit to the local community, with the following provisos:
 - Haydon Wick Parish Council will not fund activities that it considers to be the responsibility of a Statutory Authority.
 - Applications from schools for an activity that takes place within the school day will not be considered.
 - Haydon Wick Parish Council will not fund activities outside its powers and functions.

Key dates: -

Closing dates for applications are the 31 May, 31 January and 30 September.

Applications will then be considered at the Policy & Finance meeting, in June, February or September (see our website for the current list of Committee Meeting dates). Applicants are encouraged to attend the relevant meeting in order to present their project and to answer any questions that may arise.

A recommendation will then be put forward to the next Full Council meeting in July, March or November (see our website for the current list of Full Council Meeting dates) to formally approve the recommended grant award.

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APPLICATION FORM FOR A GRANT/DONATION FROM HAYDON WICK PARISH COUNCIL

Name of Organisation	
Charity Registration Number (if known)	
Contact Name and address	
Telephone No	
Email address	
Position held in Organisation	

Amount requested	
How much will the whole project cost?	
Are you applying to other grant making bodies	Yes/No
If Yes who	
Reason for application (please continue on another sheet if necessary)	
To whom the cheque should be made payable to.	

Declaration:

I confirm that, to the best of my knowledge and belief, all the information in this application is true and correct.

Your Name	
Your Signature	
Date	

Checklist:

- Read the Guidelines
- Ensure all questions are answered
- Have you enclosed the most recent certified accounts if you are applying for a sum in excess of £500
- Make a copy of this form for your reference
- Enclose a copy of your Constitution if you are a registered charity

For office use only:

Grant agreed?	Yes/No	
If yes, at which meeting	Date	Minute No
Sum agreed	£	
Date cheque sent		
Cheque Number		

* Delete as appropriate