

## Grants

The Parish Council ('Council') has a small grants scheme which offers grants to community groups. The amount of money available is set annually in the budget of the Council. All Grants need to meet requirements of Local Government Act 1972 and must be "in the interests of or will directly benefit the area or its inhabitants, or of part of it, or of some of it" and "the direct benefit should be commensurate with expenditure". Grants will normally only be made to those clubs and organisations that provide a benefit to the residents of the Parish.

## Eligibility

- Applications must be submitted from recognised "not for profit" community groups.
- Applications will not be considered from individuals.
- The Council will not support applications for revenue expenditure. Revenue expenditure covers day to day running expenses such as rates, gas or electricity costs; grounds maintenance; salaries; or rent/hire costs.
- The Council will consider applications for small scale capital expenditure such as purchase of special equipment.
- Only one grant will be awarded to an organisation in any one year, unless there are exceptional circumstances.

## Application Procedure

- The Parish Council budget includes an allocation for discretionary grants to local clubs and organisations. Typically, the precept is approved at the January meeting, and includes an amount for discretionary grants to be considered in the July (***should we bring this forward a couple of months?***) meeting. The objective is to work with the community to consider how much should be set aside for this purpose, and the criteria for being considered.
- All applications must be addressed to the Clerk at the official council address. Applications sent directly to members of the Council will not be considered.
- The closing date for all applications is the 28<sup>th</sup> February (**to be agreed**) each year. The Clerk will acknowledge all applications in writing within 14 days of receipt.
- The Council will notify successful/unsuccessful applicants in writing. Successful organisations will be informed that grants will be payable on or around 25<sup>th</sup> March (**to be agreed**) of each year.

## Submitting Applications

- Applications must be submitted via a completed application form (available on the council website)
- The applicant/s must state clearly the purpose for which the grant is to be used and should include a simple business plan outlining why the grant should be awarded

- Successful applicants may use the grant only for the purpose stated on the application form.
- All applications must be accompanied with an up to date set of accounts and the organisation's current Constitution or Rules. A copy of the organisations latest bank statement may be requested.
- The Council may request the applicant/s to make a presentation outlining the project proposed and the benefits accruing to the community prior to the award of the grant.
- A grant submitted for a particular event being held within the next 12 months must have a copy of the Event Insurance attached to the application
- Successful Discretionary Grant Applications will require that the organisation prepares and submits a report to Horsted Keynes Parish Council within six months of receiving a Discretionary Grant on how the grant was expended.

### **Assessment Procedure**

- At the Parish Council's annual budgeting meeting an amount will be set 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 the Parish Council, in accordance with the application procedure, and which it envisages may be granted.
- Any amount included within the budget for an application amount does not guarantee an award; a decision upon an award will remain for approval by the Parish Council at the appropriate meeting. An additional amount will be reserved from which other grant requests may be made.
- A maximum award of £500 only for such unplanned applications will be considered. Once the Grants budget is exhausted, the Parish Council will only consider emergency requests for assistance, and generally only from organisations with which it has close links.
- An unplanned grant request, once received in writing, will be considered at the next meeting of the Parish Council.
- Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Parish Council will take into account the amount and frequency of any previous awards. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund-raising activities.

### **Successful Applications**

- A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or unexpended part of such monies, must be returned to the Parish Council. The Parish Council may request proof of expenditure.
- Organisations receiving grants are required to advise their users/members that the grant or equipment had been received from Horsted Keynes Parish Council. Where appropriate, the Parish Council will affix a label to equipment.
- Where equipment is gifted to an organisation, the Parish Council requires that it be insured and maintained at the expense of the user.
- Evidence of the benefit to the community from the grant must be submitted to the Council within 12 months of expenditure.

- The Parish Council would like to be included in any publicity material.