



PARISH  
COUNCIL

*Grant Making Policy*

Document Configuration Management & Control

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## Grant Making Policy

The Parish Council has powers to award grants to local community organisations and charities. Depending on what the grant is for, the individual power is either provided for by legislation or can be granted under Section 137 of the Local Government Act 1972. Section 137 allows the Parish Council to spend a limited amount on activities it is not otherwise empowered to do, but which it considers to be in the interests of the area of Hilton Parish or its inhabitants, and which would produce a benefit equal to the grant that is given. The section 137 limit on the Parish Council takes the form of an amount per registered elector and is reviewed annually by central government. A total figure for available s137 grants will be agreed by the Council as part of their budget for each financial year.

Only one application for a grant will be considered from any organisation in any one financial year. Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. This will be at the discretion of the council. Grants will not be made retrospectively. The Parish will not fund 100% of costs; matched funding is usually required; however, the Council reserves the right to award a higher ratio of the project cost should it resolve to do so.

### Eligibility Criteria

- Applications must be from non-profit making/charitable groups or organisations operating within Hilton Parish. Funding cannot be given to an individual.
- Applicants must have a bank/building society account into which the grant funding can be deposited.
- The applicant's aims and objectives of the project must be clear and demonstrate direct benefits to the wellbeing of the community.
- Where appropriate details of the total project funding must be made clear by way of a breakdown indicating what percentage of the total outlay the Parish Council funding will cover.

### The Parish Council 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,
- "Upward funders". i.e., local groups where fund-raising is sent to a central HQ for redistribution.
- Political parties,
- Religious organisations: unless for a purpose which does not discriminate on grounds of belief.

This list is not exclusive and may be added to at the council's discretion.

Applications will be considered by the Parish Council throughout the year and will appear on the monthly Parish Council Meeting agenda following receipt. The Parish Councils decision is final and will be notified to the applicant(s) following the Council Meeting. Details of the sanctioned grant funding will also appear in the Meeting Minutes.

Any grant should include details of:

- the organisation and its aims,
- purpose for which funds are being sought,
- overall project cost and amount of funding sought,
- planned timescale for expenditure,
- how the project will benefit the Parish,
- details of whom any cheque should be made payable to.

### Terms and Conditions

- Grant funding must be used within twelve months of receipt and only for the purpose for which the funding was granted.
- Any delays with project timescales must be reported to the Clerk to the Parish Council.
- Any underspending after the twelve-month period may be recalled by the Parish Council.
- The Parish Council reserves the right to publish details of any grant funding given. Up to date accounts may be required to support the application.

# Grant Application Form

**Please read the guidelines before completing this form. Please use black ink and block capitals. Applications will only be considered if accompanied by a copy of up to date examined accounts in support of this application and your group's constitution. Should you need to use additional sheets, please ensure the name of the organisation is on each sheet.**

## Your Organisation

Please provide the following information about your organisation:

Name of Group/Organisation:

Address:

Contact Name:

Position:

Email:

Telephone (evening & mobile):

Description of the Group/Organisation's activities including aims and objectives:

How long has the Group/Organisation been in existence?

Do you have a 'Parent' or 'Umbrella' organisation?

## Application

Please provide the following information about your grant application:

Brief description of project/activity:

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Who will benefit from the grant?

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What number are Hilton residents:

.....

Total cost of project/activity: .....

Total cost of grant applied for:

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If the total cost is greater than the grant applied for, please provide information on how the difference will be funded:

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If you have unspent balances in your bank account, please confirm why you need this grant.

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Please provide an itemised breakdown of the expenditure for the project this money is being applied for. Please include evidence by means of quotations, price lists, etc. where possible.

Item	Cost
<b>Total</b>	

Have you made any application for grants to any other body for this project?

Yes/No. If Yes, please give details:

Name of Organisation Applied to	Amount applied for	Date of Application	Amount Received

If you have received any other sources of funding in the past year, not specified above, please provide details:

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### Previous Application

Has your organisation previously applied for a grant from this Parish Council? If YES, please provide details of the project and the date and amount of grant received if any. Was the project as described completed?

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### Additional Information

Please use this space to enter any further comments you wish to make to support this application. If you need any further space, please attach a separate sheet

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## Financial Situation

All applications must be accompanied by the following financial information. *If you do not supply this information, your application will not be considered unless previously agreed in writing by the Council.*

- A copy of your latest approved statement of Income and Expenditure or other financial report which indicates your financial position, or
- Photocopy of bank statements cover the past six months
- A statement of your capital assets, if any.

**If you are unable to supply this information, please contact the Parish Council for advice before submitting this application.**

**Signed:** .....

**Date:** .....

**Please return to the Clerk to Hilton Parish Council**

If you have any queries, please contact the Clerk: [clerk@hiltonparishcouncil.com](mailto:clerk@hiltonparishcouncil.com)