

## Grant Funding Policy

### Introduction

Each financial year Hackleton Parish Council, mindful of its responsibilities in the spending and management of public money, allocates a specific amount of money to be made available as grants or donations to local organisations.

The aim of this policy is to encourage and support community activities and projects, undertaken for the benefit of the Parish.

Grants will be awarded purely at the discretion of the Parish Council.

### Eligibility criteria

Applications will be considered from groups of individuals and any voluntary non-profit making organisation active in the Parish. The organisation or project must bring a direct benefit to residents of the parish. All applications must clearly demonstrate how this will be achieved.

Applications will not be considered from:

1. Individuals or appeals supporting individuals
2. Religious bodies where the monies will be used for religious purposes or religious buildings
3. Private organisations operating as a business to make a profit
4. Organisations intending to support or oppose any political party, or which discriminate on the grounds of race, gender, age, sexual orientation or religion or disability
5. Community interest companies and social enterprises for general running costs (i.e. staff costs, consumables)
6. Establishments and organisations for whom the Parish Council considers that the Central Government, Health Authority, District or County Council or other similar public body should be the appropriate funder
7. Animal welfare

### Grant Budgets

The Annual Grants Budget is provided in anticipation of small applications with the purpose of getting new community activity off the ground or support for an existing organisation for a one-off project. Funds will not be made available for ongoing running costs of an organisation.

### Conditions

It should be noted that:

- Organisations wishing to apply for a grant must complete the application form below. The Clerk can provide assistance to any group having difficulty completing the application form.



- Every application will be considered on its merits and previous applications made by the same individuals or organisation and in the same financial year will be taken into account. The amount awarded will be at the discretion of the Council.
- The Council may be willing to support grants below £1,000 supplying 100% of the finances but would want to understand the voluntary aspect being made by the grant applicants.

### **Larger Grant**

- Grants above £1,000 will require a more detailed application process. Evidence of the financial standing of the organisation making the application and their track record of working within the Parish will be required.
- A copy of an estimate or breakdown of costs will be required.
- Organisations are required to have a bank account in their own name with two authorised representatives required to sign each cheque.
- There is neither a guarantee of a grant or of a continuing grant.
- The grant must only be spent on the stated purpose otherwise the monies shall be returned to the Parish Council, except where the Parish Council's prior written consent has been given for the funds to be used for another purpose.
- The organisation may be asked to report back to the Annual Parish Meeting.
- Grants will not be made retrospectively.
- The Parish Council reserves the right to request the repayment of any grant where an applicant does not comply with these conditions.

### **Process**

Applications are considered for approval at the next Full Council meeting. For any application to be considered it must be received by the Clerk at least 10 working days before the date of the meeting. Dates of meetings are displayed on the Parish Council's notice boards and website. Applicants will be invited to attend the meeting in order to answer any queries Parish Councillors may have about their application. If the application is successful payment will be made by bank transfer following the meeting where the decision was made or on receipt of further information/documentation. All completed application forms and supporting documentation (if applicable) must be sent or emailed to the Clerk to the Council.

**All decisions are at the absolute discretion of Hackleton Parish Council.**

**GRANT APPLICATION FORM**

**1. Organisation Details**

Name:

Is it a registered Charity: Yes/No

Charity No.

How many people use/attend your organisation?

How many are residents within the Parish of Hackleton?

Brief description of objectives of the organisation and activities in the Parish

**2. Contact Details**

Name of contact:

Address:

Postcode:

Telephone no.:

Email address:

Position of contact:

**3. Project/Activity Details**

Briefly describe the project or purpose for which you require a grant:

How will the funding directly benefit residents of Hackleton Parish?

#### 4. Financial Details

What is the total cost of the project?	£
What is the total amount of grant requested?	£

Details of how the remaining balance will be funded:

Details of any fundraising events held/planned or funding received:

Details of previous grants from Parish Council:

Estimated annual income and expenditure of organisation:

#### 5. Declaration

I declare that I am authorised to make the application on behalf of the above organisation and certify that the information contained in this application is correct.

Signed:

Date

**Please return your completed form to**

Mrs Alison Benson  
Clerk To Hackleton Parish Council  
Rookery Lodge  
Preston Deanery  
Northampton  
NN7 2DY  
or by email: [clerk@hackletonparishcouncil.gov.uk](mailto:clerk@hackletonparishcouncil.gov.uk)

Hackleton Parish Council  
Reviewed May 2024  
Next review May 2025