

**HADDENHAM PARISH COUNCIL**  
**Grant Awarding Policy and Procedure**  
**Adopted 3<sup>rd</sup> November 2014**

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**Introduction**

The Parish Council has the power to make a grant or gift 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. Grants will be considered to organisations who can demonstrate that the funds will be spent in the interests of or direct benefit of the area or its inhabitants, or of part of it, or some of it and the direct benefit should be commensurate with expenditure.

**Policy**

The Parish Council awards grants, at its absolute discretion, to organisations which can 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, and promoting Haddenham in a positive way.

The Parish Council will NOT award grants to:-

- 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.

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.

**Application Procedure**

Organisations requesting financial assistance for amounts in excess of £500 are required to submit the following documents by 1st. November, at the latest, in the year preceding their funding requirement.

- A completed application form,
- Copies of their last year end accounts
- The number, or percentage, of members that belong to the organisation and that live in Haddenham.

- Details of any restrictions placed on who can use/access their services.
- Confirmation (on the application form) that it agrees with the Parish Council's Equal Opportunities Policy, or give details of their own policy

Organisations will normally be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than one signatory.

For grant requests for projects costing over £3,000 the Parish Council will require that the organisation has robust tendering regulations, e.g. obtaining a minimum of three tenders. The Parish Council reserves the right to request proof of the tender process. Projects notified and included in the Parish Council's budget will only have the funds released on completion of the work. Whilst the Parish Council would not normally consider applications for Capital Projects, any such applications will require a more substantial case with supporting evidence of community benefit. For these grants, the council will expect to see some form/evidence of other third party funding.

All grants awarded will be subject to regular 'report back' to Haddenham Parish Council as to progress and/or community benefit.

### **Assessment Procedure**

At the Parish Council's specific 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 (up to £500) 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 whom 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, and the geographical spread within the parish. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund raising activities.

The Parish Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.

Nothing contained herein shall prevent the Parish Council 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.

### **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 has been received from Haddenham Parish Council. Where appropriate, the Parish Council may require a notice to be affixed.

Where equipment is gifted to an organisation, The Parish Council requires that it be insured and maintained at the expense of the user.

HADDENHAM PARISH COUNCIL

Grant Application Form

Please complete this form, attach the relevant information and send to:

The Clerk, Haddenham Parish Council, Banks Park, Banks Road, Haddenham, Buckinghamshire HP17 8EE

Name of Organisation	
Contact Details	
Name:	
Position:	
Address:	
Phone:	
Email	
Is your organisation a registered charity?  If yes, charity number	
Project for which grant is required	
Total cost of project	
Have any funds been requested from other sources?  If yes where from?  Was the application successful?  If so how much was awarded?	
Amount of grant requested from Haddenham Parish Council.	
When are the funds required?	
Equal Opportunities	Our organisation agrees with the Parish Council's Equal Opportunities Policy Yes <input type="checkbox"/> No <input type="checkbox"/>