



## **Handforth Parish Council Grant Awarding Policy**

Handforth Parish Council (“HPC”) requires that all applicants for Grants follow the guidance presented below.

1. That the parish council has the statutory power to incur expenditure for the purpose indicated.
2. Grants will not be made payable to projects that discriminate on any grounds.
3. Grants will not normally be considered for projects that have already commenced before the date of your application. Please ask for clarification from the Council if you are in this situation.
4. HPC will not normally fund for-profit businesses, or individuals. Individuals wishing for support must apply under the umbrella of a recognised community group or charity which is prepared to take full responsibility.
5. HPC will only fund community groups and local (not national) bodies of a charitable nature.
6. The maximum funding any organisation may apply for is limited to £1,000 in any one financial year (April 1<sup>st</sup> - March 31<sup>st</sup>). And for clarity the date is the date when the application is received and date-stamped by the council. HPC will consider granting a larger value than the specified £1,000.00 award in exceptional circumstances. These circumstances to be demonstrated by the applicant, to the satisfaction of the council.
7. No grant funds awarded can be held over as part of a long-term funding strategy - the application must be justifiable to HPC as a distinct project.
8. Body’s will be asked if they expect to complete the project (and the expenditure of HPC grant funds) within three months of the date of HPC’s approval of the application. If the answer is no, then an indication of the body’s best expectation of completion date will be required including:
  - a) When does the body expect to have all other funds for the project agreed and available?
  - b) What other matters have to be agreed before the project can begin (for example, any planning or other types of permission, any design work etc.)
  - c) If all funds and permissions etc are agreed, when would the body expect HPC’s grant will be needed.

(Please note that HPC may stipulate further conditions to any grant, depending on the details of the project).

Grants (or parts thereof) that are not used for the purpose provided within the agreed timescale (a maximum of 12 months unless otherwise agreed), must be returned to Handforth Parish Council immediately.

9. Applicants must reside or operate within the parish of Handforth, for the benefit of the local community or sections within that community.
10. Where the applicant is part of a regional, national or international organization, no grant funding can be remitted to the parent organization.
11. Applicants should supply details of all officers of the organisation, e.g. Directors, Chairperson, Vice-Chairperson, Secretary and Treasurer etc, and company number, or charity number as applicable.
12. Applicants should provide a mailing address and designated contact details.
13. A copy of the applicant's audited accounts for the most recent financial year must be supplied, together with recent bank statements covering the period since the end of the financial period of those accounts (and in any event covering at least 6 months). ALL bank accounts held by the applicant must be provided.  
(This section is not applicable to schools funded by the Local Education Authority.)
14. No personal bank accounts will be acceptable.
15. If the applicant's charitable / community work is less than twelve months old, then recent bank statements covering the period it has operated may suffice.
16. Where long-term assets of a value greater than £500 are being considered, HPC will normally require evidence that the long-term viability of the applicant (normally a minimum of three years) is sound. This will require evidence – audited accounts for the preceding three years, financial forecasts going forward at least three years, and a financial plan to support the forecasts. All potential and known liabilities must be declared.
17. Applicants should provide details of all previous, and current and planned, efforts to secure funding from other sources relevant to this application. Where the application is, or may be, part of a joint/match funding/sponsorship exercise, details of all other potential funding bodies approached or under consideration must be provided, including financial amounts applied for and for what purpose, and the outcomes thereof as and when known. Where an application is only for part of a project, i.e. it requires other grants or match funding, HPC will only make payment of any grant when evidence is provided that the project has full funding agreed/ available.
18. Applications should be supported by relevant documentation specifying the charitable /community support aims and objectives of the applicant, e.g a copy of the group's constitution etc.
19. Applicants need to demonstrate the public benefit and/or value that the grant award would bring to the community within the parish of Handforth.
20. Details of what specific use grant funding is requested for, is needed where the request for a grant covers several items or services, each item's cost must be quoted separately. Please note that HPC will not accept vague costings - specific quotations (normally at least two)

must be provided.

21. Incidental expenses, such as refreshments, travel, and accommodation, will not normally be funded.
22. HPC may specify that funding for specific items or services within the grant application, will only be honoured by direct payment to providers of such items or services.
23. Where an asset of £500 or more is being considered as part of an application, the applicant must be prepared for HPC to purchase the asset and allow it to be used by other community groups, at HPC's discretion. Alternatively, it may be appropriate for the applicant to own the asset but to make it available to other community groups, at HPC's discretion and direction. HPC may make stipulations regarding the care, maintenance and insurance of such assets.
24. HPC will normally require some recognition of their having funded the event or assets for which they have provided finance. This may be, for example, in the form of logo/message appearing on Event posters/literature, or a notice affixed to an asset – details will depend on the application.
25. All bodies receiving a grant must within three months of the award submit to the council copies of receipts or invoices for which the purpose of the grant was made.
26. HPC will normally require an “Outcomes Report” to be completed at an appropriate time, describing the actual outcomes of the project, to help HPC assess whether the “community” aims of its grant scheme is delivering appropriate results.
27. After the grant application is initially submitted to HPC, it is likely that a small group of councillors will wish to discuss it with applicant representatives to clarify any issues or concerns. If these are resolved, the application can then be considered formally at the next convenient HPC Council Meeting. A representative of the applicant will normally need to attend the meeting in case any further queries arise.

#### **Process for HPC:**

Upon receipt of a grant application the clerk would inspect the application and confer with the applicant to ensure that the application was correct, and that the application successfully complied with HPC's grant awards policy. The clerk will ensure that all the necessary ancillary information was submitted along with the application, including a constitution, bank statement or accounts along with any quotations for works to be provided.

The complete application will then be circulated to all councillors. Two councillors along with the clerk will liaise with the applicant to discuss the grant application and ask any pertinent questions raised by councillors pertaining to the application.

The grant application will then be submitted to a meeting of the HPC finance committee, called specifically to debate the grant application and allow a representative of the applying organisation to attend to answer any further questions.

The meeting of the finance committee will then pass recommendation to the next full council meeting with respect to the award of any grant.