

Grant Procedure

GRANT AWARDING POLICY

1. Introduction

1.1 Heathfield and Waldron Parish Council welcomes and values the work of local voluntary groups and organisations. The council has a policy for making grants to groups and organisations which contribute to the welfare of the community by improving or supporting facilities and/or activities. Applicants must be able to demonstrate a clear need for financial support.

2. Guidelines

2.1 An overall limit for the annual provision of grant aid will be determined as part of the budget setting process, and applications will be invited to be assessed at four points during the year.

2.2 Applicants must complete a grant application and return it, together with the required financial information, to the council to meet the following deadlines:

- Tranche 1 – by **21st June**, for decision at FGP Committee meeting
- Tranche 2 – by **8th September**, for decision at FGP Committee meeting
- Tranche 3 – by **1st December**, for decision at FGP Committee meeting
- Tranche 4 – by **9th March**, for decision at FGP Committee meeting

2.3 Grants will not routinely exceed 50% of the cost of the project or activity.

2.4 Applicants will provide details of the project/activity and the number of Heathfield and Waldron residents expected to benefit.

2.5 Organisations must provide a report of how the money has been spent by filling and returning a grant monitoring form. Any unspent money must be returned to the council no later than one month after the event.

2.6 As a condition of receiving a grant, organisations will be required to acknowledge the council's support in publicity material.

2.7 If successful, you may only use your grant funds for the purposes stated in your application form.

2.8 The council will not normally support commercial organisations, major charities, bodies considered to be self-funded or provided for by other authorities.

2.9 If successful where possible your grant will be paid by BACS. Please supply details of your bank account name, number and sort code where indicated on the application form.

2.10 Unless there are exceptional circumstances, only one grant in any financial year will be awarded to an organisation or local group.

2.11 The council reserves the right to refuse any grant application, or offer an alternate amount to that originally requested.

July 2021



HEATHFIELD AND WALDRON PARISH COUNCIL

GRANT APPLICATION FORM

IMPORTANT: please read the grant application guidance notes before completing this form

Name of Organisation.....

Contact Person.....Email.....

Address.....

.....Tel No.....

About Your Organisation

Briefly explain its aims and objectives.....

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Are you a registered charity? YES/NO If yes, charity number:

Are you a commercial or non-profit making organisation?

Membership Details

How many Members do you have?

How many are Juniors?

Age Range

How many are Seniors

How many are Disabled

How many reside in this parish?

About the Grant

What is the grant to be used for?.....

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Sum Requested £.....

Total Cost of Project £.....

What other sources of funding have you investigated and what amounts have been raised?

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How will you fund the project if this application is unsuccessful
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Additional Information

Please give here any additional information which you feel to be relevant
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Bank Details

If successful, where possible the grant will be paid by BACS.

Name of Account

Account Number

Sort Code

DateSigned.....