HAGLEY PARISH COUNCIL
Grant Awarding Policy

AUGUST 2017

This Grant Awarding Policy was adopted by a resolution of Hagley Parish Council on: 14th August 2017

Signed: _____ [councillor]

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Hagley Parish Council Grant Awarding Policy

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Hagley Parish Council will consider applications for grants from voluntary groups or charitable organisations. Applications may be granted or refused in whole or in part at the Parish Council's discretion

To qualify for an award the applicant must be able to demonstrate that any funding from Hagley Parish Council will benefit the Parish, or residents of the Parish.

Grant applications will be dealt with by the Full Council.

In determining the validity of an application, the council will refer to the following guidelines:

Applications will be considered for the following purposes: -

1. For the purpose of purchasing equipment either in part or in full.
2. For the funding of transport that will enable group members to partake in a group trip or outing regardless of their incomes.
3. For training activities, or to purchase the expertise of an outside trainer/ instructor/ facilitator.
4. For activities that raise the profile of the area.
5. For running costs of a viable group that is experiencing a period of hardship
6. For the provision of recreational facilities.

Conditions: -

1. Grants will not be awarded to individuals
2. Additional applications within a 12 month period will not normally be considered.
3. The award must be used for the purpose for which the application was made.
4. If the group is unable to use the award for the stated purpose, all monies or the unused part, as appropriate must be returned to Hagley Parish Council.
5. All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If Hagley Parish Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded.
6. Donations to Registered Charities in response to a general fund raising appeal will not normally be considered.
7. Groups operating outside the parish boundary will normally be limited to an upper limit of £100.

Eligibility: -

1. Any Charity, Voluntary Group or Community Organisation.
2. Agencies that operate within The Parish and are of benefit to the local community, with the following provisos:

- Hagley Parish Council will not fund activities that it considers to be the responsibility of a Statutory Authority.
- Applications from schools for an activity that takes place within the school day will not be considered.
- Hagley Parish Council will not fund activities outside its powers and functions.

PRINCIPLES OF GRANT AID

Hagley Parish Council operates a process which considers grant applications on a similar basis. The process aims to:

1. Help the voluntary groups within the Parish of Hagley to improve their effectiveness.
2. Help to ensure the provision of services needed by Hagley residents via the voluntary sector.
3. Support organisations which meet the needs of people experiencing social and economic difficulties, and
4. Ensure that there is equality of access and opportunity for all Hagley residents to the services and funds it provides.

Hagley Parish Council values the diversity and strengths of the local voluntary sector and acknowledges its independent role in the community as:

- A source of valuable services.
- A means of enabling people to work together.
- A channel for campaigning and advocacy.

Hagley Parish Council defines a voluntary group as a 'not-for-profit' organisation, set up and run by a management committee.

This document gives Hagley Parish Council's general funding principles and details its expectations of all groups in receipt of grant aid. The Parish Council's decision on awards and the interpretation of this policy shall be final.

<u>Groups applying for grant aid should note:</u>

Grants are made only to groups meeting the needs of Hagley Parish residents. Grants are made to meet deficits on future running costs, to encourage new groups or new projects, or to help with the costs of some one-off expenditure. Grants will only be made to groups which need financial help.

Accumulated reserves will be considered when grant levels are decided. Grants are normally made for one year's expenditure at a time and should be spent within the year for the purpose for which they were given. They should not be added, wholly or partly, to reserves unless part of a previously approved programme of funding for a particular project. Grants cannot be made to cover money already spent. Grants will not be made to groups, which operate for private gain or are connected with any political party; grants may be made to religious organisations for social or welfare purposes, but not to cover the costs relating to worship. Grants will be required to return

grant-aid if they close, or if a project or services funded by the Council, is not satisfactorily provided.

Voluntary groups grant-aided by the Council are required to:

- Ensure efficient levels of administration, hold regular meetings, keep minutes and circulate information to group members.
- Keep proper accounts. Grants may only be made to groups, which have submitted satisfactory accounts, unless the group is recently formed.
- Report back as required to the Council on their activities.
- Involve group members and users in policy-making and in the management of activities and services.
- Be open to eligible users, as defined by the group's constitution.
- Establish and monitor equal opportunities policies and practices.
- Meet the legal responsibilities of an employer where appropriate; adopt, implement and monitor good employment practices and procedures.
- Recruit and support volunteers where appropriate acknowledge Hagley Parish Council's support in annual reports.

Adopted 14th August 2017 (Minute 198/17a)
Review: August 2019 (or before if legislation dictates)

APPLICATION FOR FINANCIAL ASSISTANCE

1 Name of Organisation:
2 Name and address of correspondent (and office held):
3 What are the objectives of your organisation?
4 Is membership/support open to any resident of Hagley Parish, regardless of sex, age, ethnic origin, religion, disability or sexual orientation? If not, please give reason:
5 Amount of grant applied for £
6 Purpose for which the money will be used. Please explain clearly and simply the reason for your request.
7 Have you applied for grant aid to any other organisation (including local authorities)? If so, to whom (please give details of the decision on your application):
8 Is there anything else you wish Hagley Parish Council to take into account when considering this application?
9 Please ensure that you have attached up to date examined accounts in support of this application
I agree to the Principles of Grant Aid as set out by Hagley Parish Council Signed : Dated : Position :
If you require assistance in completing the application form or submitting any supporting information please contact the Clerk to the Council: **Alexandra Burkes, 74a Worcester Road, Hagley, Stourbridge, West Midlands. DY9 0NJ. Tel: 01562 886239 Email: clerk@hagleyparishcouncil.gov.uk**