

Healeyfield Parish Council



Grant Awarding Policy

Adopted: 28 October 2021

Next Review: October 2022

Healeyfield Parish Council

Donations / Grants Policy

1 Policy Statement

Healeyfield Parish Council aims to improve the quality of life in Healeyfield through encouraging an active, healthy and safe community, vibrant community centre and attractive environment managed in a sustainable way. As such we are committed to supporting and strengthening networks and community groups that help to make a positive difference to Healeyfield.

2 Introduction

Healeyfield Parish Council is funded by the residents of Healeyfield and therefore has only limited funds available to assist community organisations located and working in Healeyfield for the benefit of the community.

The Council's financial support is provided by way of Grants/donations which are decided against criteria set by, and which can be amended from time to time by the Parish Council.

3 Policy and procedure

- 3.1 At the discretion of the Council, grants are awarded to community organisations which demonstrate a clear need for financial support and must have a specific benefit to residents of Healeyfield and comply with the council's vision as below.
- 3.2 The organisation applying for a grant must be 'not for profit' or charitable. Grants will not be made to individuals and would not normally exceed 50% of the cost of the project or activity.
- 3.3 Grants will not be made retrospectively and only one application for a grant will be considered from each organisation in any one financial year (April to March).
- 3.4 Where an organisation requests a commitment of funds over a period of years an explanation of the reasons for medium term funding is required. The commitment to funding would not normally exceed four years. The Council may seek a meeting with the applicant to explore what the organisation is applying for and trying to achieve.
- 3.5 Organisations in receipt of a grant may be required to submit a report outlining how the money has been spent
- 3.6 The Parish Council must be credited in any publicity arising as a result of the award of a grant.

4 Process

- 4.1 The Grants budget will be set annually as part of the general budget setting process.
- 4.2 Subject to funds being available, applications will be invited throughout the year.
- 4.3 Applicants will be required to complete an application form and return it to the Parish Clerk. (Appendix 1)
- 4.4 Applicants will need to:
 - provide details of their aims and purpose;
 - provide details of project or activity;
 - provide details of proportion/number of beneficiaries living in the electoral area;
 - demonstrate a clear need for funding.
- 4.5 Organisations will be required to provide a copy of their constitution or identify the aims, objectives, membership and management structure of their organisation
- 4.6 Organisations will be required to include a copy of their latest audited accounts
- 4.7 All applicants will be contacted within two weeks of the Council' decision

5 The Parish Council will not fund the following:

- Organisations that do not provide a service to the community in Healeyfield
- Individuals or appeals supporting an individual.
- General appeals.
- Statutory organisations or the direct replacement of statutory funding.
- Political groups or activities promoting political beliefs.
- Religious groups where funding is to be used to promote religious beliefs.
- Arts & sports projects with no community or charitable element.
- Medical research, equipment or treatment.
- Animal welfare.

Appendix 1

Healeyfield Parish Council Funding Application

All applications for donations / grants must be made by completing this application form and forwarded to Ian Robson (Clerk) either e mail to contact@healeyfieldparishcouncil.co.uk or by post to: 39 Castle Hills Castleside, Consett, Co. Durham, DH8 9RL.

The Parish Council meets on the last Thursday in each month (except August and December). Your application must reach the Parish Clerk at least 10 days before a meeting in order that it can be placed on the agenda for the meeting. Applications received after this time will not be considered until the following month.

Your Organisation	
Name of Organisation	
Contact name and position	
Address	
Telephone	
E mail	
Brief Description of the organization	
Equal Opportunities: My organization complies with equal opportunities statutory requirements. Yes No	

Your project

What would you like to do?	
When will this take place?	
How long will it last?	
Where will this take place?	
Who will be involved?	
What is the total cost?	
How much are you seeking from the Parish Council?	
Please explain how your project will benefit the local community	
Please include any additional information with this application	
Constitution	Yes / No

If a written constitution does not exist then please give details of the following:-

1. Aims and Objectives of your organization

2. Membership Criteria

3. Officers / management

Equal Opportunities

Healeyfield Parish Council operates an equal opportunities policy and as such will only give donations / grants to organizations which comply with statutory requirements and do not discriminate on the grounds of race, gender, sexuality, disability, political belief, class, health, employment status.

I confirm that the information I have given is, to the best of my knowledge, a true and accurate statement.

Signature:

Date:

Position in Organization: