

## Thornhackett Parish Council

### Grant Awarding Policy

This policy sets out how it will use a fund, specified annually as part of the budget process, to benefit the residents of Thornford and Beer Hackett.

#### **Objective:**

Thornhackett Parish Council sets aside a small sum of money every financial year for grants to local voluntary or charitable organisations where the activities will contribute to, and be of benefit to, the life of residents of Thornford and Beer Hackett.

#### **Eligibility:**

Any grant made by the Council must:

1. Directly benefit a significant number of Parish Council residents;
2. Be for the specific purpose for which it is claimed.

#### **Criteria:**

To help applicants we have set out below some of the criteria we will apply and questions that we ask in deciding whether to award a grant:

- National organisations are not normally considered unless there is a reasonable locally accessible facility that benefits the Parish Council residents.
- Is the money really needed? What is the organisation's financial position? Does it have significant reserves? Is it charging its users appropriately?
- How many Parish Council residents do, or potentially could benefit from the activity?
- Self help: What has it done to fund the grant purpose? Is it actively fundraising?
- Appropriate activities: Does the organisation undertake activities that the Parish Council would not wish to support, so that the grant may represent a cross subsidy to that activity?

#### **Who can apply?**

The organisation must be a charity or not-for-profit voluntary or community organisation or provide a community service, and be able to demonstrate that any funding will directly benefit or enhance the environment within the Parish of Thornhackett at no ongoing cost to the Parish Council.

#### **Conditions:**

- Normally the grant will cover no more than 50% of the total project cost up to a maximum of £250.
- Normally only **one** application per group within a 12month period will be considered.

- The Parish Council reserves the right to reclaim any grant not used for the purpose specified on the application.
- Retrospective funding cannot be given.
- Payment is made on receipt of invoice or pro forma invoice
- Acknowledgement on receipt of the grant is required.

### **Application Process:**

1. Applications should be made by completing the Grant Awarding Application Form along with a copy of the latest accounts.
2. Applications are accepted throughout the year and will be discussed by the full Thornhackett Parish Council at its public meeting.
3. Applicants will be informed of the decision as soon as possible.
4. Grant payments will be paid by Internet Transfer or by cheque.

Applicants are reminded that Thornhackett Parish Council is an Equal Opportunities organisation.

### **Your Application**

All applications and information contained within them will never be shared with a third party

We ask that you provide us with cost breakdowns including quotes, detailing how the grant funding will be spent.

Please ensure that you enclose a recent bank statement. (within the last three months). Your account must have 2 signatories who are unrelated and live at separate addresses.

Please note that all documentation should be photocopies or scanned copies and not originals. Please ensure that they are clearly legible.

### **General Advisory Notes**

'Community Buildings' are buildings which are owned or leased for the benefit of the community and run by a management committee or association containing community members/residents.

Please complete separate forms for separate projects, however, please be aware that we can only fund one project submitted by the same applicant.

We will be unable to fund any activity that has already taken place.

You must be able to spend the entire grant within the 12 calendar months of receipt.

### **Assessment of Applications**

We may receive more applications than the budget can fund, so we may fund part of the amount or none at all, even if the project meets all the criteria.

Applications are assessed against the criteria and final decisions are made by Council members at a meeting of the Full Parish Council.

### **Successful Applications**

Successful applicants will be informed by telephone and confirmation will be sent by e-mail. A grant is awarded on the understanding that it is used for the purpose stated. Funds must be spent within 12 calendar months of receipt of the funds.

Payment is made by Bank Transfer or cheque.

### **Unsuccessful Applications**

Unsuccessful applicants will be informed by e-mail or post. Feedback will be available.

### **Publicising Your Activity**

Applicants are asked to acknowledge the support of Thornhackett Parish Council in any promotional literature or publicity.

Review date: Within 3 years of adoption by Co0uncil

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