

GRANT AWARDING POLICY

Headbourne Worthy Parish Council allocates a small budget annually for the award of grants to organisations for activities that will be of benefit to the residents of the Parish.

Introduction

A grant is any payment made by the Parish Council to an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Parish Council. Section 137 of the Local Government Act requires that such grants must be '*in the interests of or will directly benefit the area or its inhabitants, or of part of it, or of some of it*' and '*the direct benefit should be commensurate with expenditure*'.

How to apply and awarding process

- Applications must be made on the form provided and clearly demonstrate how funding will benefit the parishioners of Headbourne Worthy.
- Applications must be received by the Parish Clerk at least ten working days in advance of a full council meeting (www.headbourneworthy.org.uk for dates).
- If the Council has allocated the annual budgeted amount applicants will be informed.
- Grant applications will be considered at full council meetings. Representatives are welcome to attend to answer any questions that may arise.
- Each application will be considered on its merits but in general grants will be awarded for specific projects or events. The council will not give grants towards running costs or salaries.
- Applicants will be informed of the council's decision by email.

Conditions

- Grants will not be awarded to individuals.
- The award must be used for the purposes for which the application was made.
- The Parish Council will not fund activities that is considers to be the responsibility of a Statutory Authority.
- The Parish Council will not fund activities outside its powers and functions.

Adopted at Parish Council Meeting: 9th January 2017

GRANT APPLICATION

Name of Organisation	
Contact Name	
Position in Organisation	
Address for Correspondence	
Email Address	
Contact Telephone Number	
Description of Organisation and its role/ importance in the community	
Amount of grant requested	£
Purpose for which financial assistance is required	
Estimated total cost of project / service for which financial assistance is required	£
Approximately how many Headbourne Worthy parishioners will benefit?	
Details of the Trust Deed & Charity Registration No. (if applicable)	

You may use a separate sheet of paper to submit further information to support your application.

Signed			
Name		Date	