

HODNET PARISH COUNCIL

GRANT AWARDING POLICY AND PROCEDURE

Adopted: 6th January 2022

Reviewed: 9th May 2024

1. Policy

The Parish Council awards grants, at its discretion, to organisations that can demonstrate a clear need for financial support to benefit the parish and its residents by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish of Hodnet in a positive way
- Improving recreation / sports

Any grants awarded must be used for the purpose for which the application was made, and evidence of how the grant has been used must be received by the Parish Council before any subsequent requests for financial support will be considered.

Who can apply?

- a) Local Clubs / Societies / Organisations / community groups
- b) Regional / National Charitable Bodies providing a service which will benefit the local community.

Only one application for a grant will be considered from any organisation in one financial year. Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. This will be at the discretion of the Council. Grants will not be made retrospectively for money already spent.

Organisations will normally be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than one signatory.

2. Application Procedure

When to apply?

Applications can be made at any time during the year. An application cannot be considered without all information requested by Hodnet Parish Council including a completed application form.

How to apply?

- Complete the Grant Application Form
- Submit the completed application form **AND** a copy of the most recent year-end accounts to the clerk
- Send applications by email to: clerk@hodnet-pc.gov.uk or by post to: Hodnet Parish Clerk, 1 The Water Tower, Pell Wall, Market Drayton, Shropshire, TF9 2AB

3. Assessment Procedure

The Parish Council will consider any applications at the next council meeting after receipt of the application form and will inform all applicants of the outcome of their application as soon as possible after the meeting.

Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Parish Council will take into account the amount and frequency of any previous awards and how many people within the Parish will be positively impacted by the project. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fundraising activities.

The Parish Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate. The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the council.

4. Successful Applications

All applicants will be informed of the outcome of their application as soon as possible following the council meeting. If your application has been successful, the clerk will liaise with you regarding payment of grant funding and a grant acceptance form must be completed.

Any grants awarded must only be used for the purpose stated on the application form. Evidence of how the grant has been used must be received by the Parish Council within 12 months of the grant being awarded. No subsequent requests for financial support will be considered until such evidence has been received.

If the organisation is unable to use the grant awarded, or any part of it, for the purpose stated in the application, then all monies or unexpended part of such monies must be returned to the Parish Council. Where equipment is gifted to an organisation, the Parish Council requires that it be insured and maintained at the expense of the organisation that has applied for grant funding. The Parish Council takes no responsibility for the maintenance or condition of any such gifted equipment.

Contact

If you have any further queries regarding this policy or grant applications, please don't hesitate to contact the Parish Council Clerk.

Email: clerk@hodnet-pc.gov.uk

Tel: 07946 112 161

Post: 1 The Water Tower, Pell Wall, Market Drayton, Shropshire, TF9 2AB

Hodnet Parish Council Grant Application Form

Please read the Grant Awarding Policy and Procedure before completing the application form. Please remember to attach a copy of the latest year-end accounts and submit by post to: The Parish Clerk to Hodnet Parish Council, 1 The Water Tower, Pell Wall, Market Drayton, Shropshire, TF9 2AB, or by email to: clerk@hodnet-pc.gov.uk

Name of organisation	
Contact details: Telephone number & Email	
Name of the person making the application	
Position within the organisation	
Is the organisation a registered charity?	
If yes, what is the charity number?	
Please provide details of the project for which the funds are required	
How will the project enhance the lives of parishioners?	
Number of parishioners the project will affect (est)	
Details of any restrictions on who can use/access your organisation's services	
Details of any environmental impact of the project.	
Total project cost	
Total amount requested from Parish Council.	
Details of other grants requested/agreed from other organisations to fund project	
Is a copy of your year-end accounts enclosed?	

Signed: _____ Date: _____