



# Community Grant Application Pack



# COMMUNITY GRANTS POLICY

## 1. Purpose

- 1.1 The Parish Council regularly receives requests for grants from a variety of organisations and the aim of this policy is to encourage and support activities and projects which benefit the wider community.

## 2. Introduction

- 2.1. A grant is any payment made by the Council to be used by an organisation for a specific purpose that will benefit the parish, and /or residents of the parish, and which is not directly controlled or administered by the Council.
- 2.2. The Council will award grants and donations, at its discretion, to community organisations/charities and activities which contribute constructively to the life and well-being of some or all the residents within the parish. For example: -
- Providing a service to the community
  - Enhancing the quality of life of residents
  - Improving recreation and /or sports
  - Improving the environment
  - Community cohesion and engagement activities
  - Promoting the parish in a positive way

## 3. Policy

- 3.1. The Parish Council will consider applications for grants from non-profit community organisations/groups or charitable organisations based in the parish, or where it is demonstrated that the funding will substantially benefit residents of the parish and meets the required eligibility criteria.
- 3.2. Applications for grant funding can be submitted between 31 July and 31 October each year.
- 3.3. The Council awards a maximum of £4,000 of Section 137 money per annum to be split between successful applicants.
- 3.4. Awards will not exceed the maximum grant of £1,000 nor be 100% of the requested project/cost.

#### **4. Eligibility Criteria**

- 4.1. In addition to the existing eligibility criteria the applicant must meet certain social value criteria as listed but not limited to below:

##### **Community**

For example: How is your organisation giving back to the community? What activities and initiatives are you providing to address the needs of or empower residents?

##### **Sustainability:**

For example: How is your organisation supporting/protecting or impacting positively on the environment?

##### **Well-being:**

For example: How your activities are improving the well-being of the community.

##### **Inclusion/Diversity:**

For example: Show how your organisation or its activities are promoting and demonstrating inclusion and diversity.

#### **5. Grant application and award process**

- 5.1. Applications must be in writing using the application form at Appendix A. The Council would prefer to receive electronic forms where possible.
- 5.2. A guidance note has been prepared to assist applicants. This is attached at Appendix D.
- 5.3. Applications must be submitted to the Council between **31 July and 31 October** each year. Applications that are received outside this period will not be considered.
- 5.4. The information provided on the form must be up-to-date and complete at the time of submission.
- 5.5. Once the application deadline has passed the Council's Officers will assess each application to make sure that it is eligible and will provide demonstrable benefits to local people. Only those applications which pass this initial assessment will progress to the next stage.
- 5.6. All applications received will then be determined by the Finance Committee (at their meeting in December). The Committee will make recommendations to the Full Council on the grant awards.
- 5.7. Applicants will be notified of the decision on their grant following this meeting. And funds will be released in February of the following year.
- 5.8. Applicants can only use the money for that purpose, and for no other purpose whatsoever.

- 5.9. Fair Oak & Horton Heath Parish Council must be acknowledged as a funding partner in any marketing and promotional materials for the project.
- 5.10. Successful applicants will need to prove that the grant is being used for the purpose that has been agreed and evidence, such as invoices and receipts, will need to be provided.
- 5.11. Successful applicants will need to provide a report on progress made with the project to the Clerk 9 months after receipt of funding.
- 5.12. If the money is not used for the specified purpose, for whatever reason, it must be returned to the Council within 2 years of the decision to award the grant.
- 5.13. All awards will be subject to the applicant accepting grant terms and conditions as set out in Appendix C.
- 5.14. The Council's decision on any application is final and there is no right to appeal.
- 5.15. The Council reserves the right to decline any application that it considers inappropriate or against the objectives of the Council without giving reasons for its decision.
- 5.16. The Council will not commit to any continuing expenditure unless previously approved.

## **6. Approval and Review Arrangements**

- 6.1 This policy was approved by Full Council at its meeting on 19 June 2023
- 6.2 This policy will be reviewed in 2026 when the corporate plan is revised, or if necessary due to legislation changes, or the council requires it thus ensuring that social value and sustainable development make up an integral part of council decisions.

## Fair Oak and Horton Heath Grant Aid Application Form

This application form relates to projects to be considered for funding from the 2023- 2024 Parish Council Budget.

***Please read the enclosed grant conditions (Appendix B).and guidance note (Appendix D).before completing your application***

The completed application together with the necessary supporting documentation should be returned to Parish Clerk no later than 31 October.

Section A: Your Organisation's details	
Name of Organisation:	Click here to enter text.
Organisation Type e.g. charity, community organisation	Click here to enter text.
Registered Charity number (If applicable)	Click here to enter text.
Do you have a constitution or governing document? If so please attach.	Click here to enter text.
Name of Main Contact:  (Person we should address all correspondence to)	Click here to enter text.
Full Postal Address of Organisation:	Click here to enter text.
Contact Telephone Number:	Daytime: Click here to enter text.  Mobile: Click here to enter text.

Main Contact Postal Address: (If different from the above address)	Click here to enter text.
Main Contact email address:	Click here to enter text.
<b>Has the organisation received Grant Aid from Fair Oak &amp; Horton Heath Parish Council in the past?</b> <b>If yes, please give details below:</b>	
Date: Click here to enter text.	
Amount £ Click here to enter text.	
Please provide a brief description of the main activities of the organisation and who attends. Click here to enter text.	
Are you a not-for-profit organisation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
How long has the organisation been established? Click here to enter text.	
<b>Section B: About your project</b>	
Please provide a brief description of what you would use the Grant Aid for. <i>(Please continue on a separate sheet if required)</i> Click here to enter text.	

<b>What are your total project costs?</b>	£ Click here to enter text.
<b>Contribution from other sources?</b>	£ Click here to enter text.
<b>Total requested from Parish Council</b>	£ Click here to enter text.
<b>Project start date</b>	Click here to enter text.
<b>Project completion date</b>	Click here to enter text.
<b>WHAT OUTCOMES WILL YOUR PROJECT ACHIEVE (tick all that apply)</b>	
Provides improved opportunities or services for those aged 18 or under	<input type="checkbox"/>
Provides improved opportunities or services for those aged 65 or over	<input type="checkbox"/>
Provides a new, or improves an existing asset or service benefiting a significant percentage of residents	<input type="checkbox"/>
Improves the environmental well-being of Fair Oak and Horton Heath	<input type="checkbox"/>
Directly benefits the residents of Fair Oak and Horton Heath	<input type="checkbox"/>
<b>PLEASE DESCRIBE BELOW HOW YOU BELIEVE YOUR PROJECT MEETS THE OUTCOMES</b>	
<p>Click here to enter text.</p>	

**PLEASE DEMONSTRATE HOW YOUR ORGANISATION/CHARITY IS DELIVERING SOCIAL VALUE IN ITS OPERATIONS USING THE FOLLOWING HEADINGS OUTLINED IN THE ELIGIBILITY CRITERIA AS A GUIDE – COMMUNITY, SUSTAINABILITY, WELL-BEING, INCLUSIVITY & DIVERSITY**

Click here to enter text.

**IF THE COUNCIL IS UNABLE TO FUND YOUR PROJECT WHAT WOULD THE IMPACT BE?**

Click here to enter text.

**DO YOU HAVE SUITABLE PUBLIC LIABILITY INSURANCE TO COVER YOUR PROJECT?**

Yes ☐ No ☐

### **Section C: Additional Information**

**Please provide the following:-**

- Any information relating to your project that you believe the Council should be aware of.
- An explanation of any expenditure that you feel is not self-explanatory.
- An explanation of any expenditure that is for consultancy.

Click here to enter text.

## Section D: Completing the application

**Your Signature** - *This must be the signature of the main contact named in section A*

**Declaration:** -

- 1. I certify that the information contained in this application is correct**
- 2. If the information changes in any way I will inform Fair Oak & Horton Heath Parish Council as soon as possible**

Signed:

Date:

1. Completed & signed applications should be returned to: Fair Oak & Horton Heath Parish Council, 2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL or emailed to [enquiries@fairoak-pc.gov.uk](mailto:enquiries@fairoak-pc.gov.uk) no later 31 October. Applications should include: -
2. A copy of the Organisation's constitution or governing rules, and
3. Any relevant Supporting Documents

**Please note: Once your application is approved, the Council will only release funds on receipt of the Grant Acceptance Form at Appendix C**

**Privacy:** Your name, position, email address and address will be disclosed to the Finance Committee when considering your application. All other information on this form will be made publicly available via the Parish Council's website as part of the agenda for the Committee meeting.

### Grant Conditions

1. Funding must be used to benefit the parish, or its residents and expenditure must be proportionate to the benefit.
2. Applicants must strive to achieve good value for money in all its expenditure and obtain competitive quotes wherever possible.
3. Applicants are responsible for ensuring that they follow all legal and statutory requirements relevant to the activity/project and have any necessary insurance arrangements in place.
4. Applicants must demonstrate how their organisation is delivering social value in their operations.
5. The grant shall only be used for the purpose stated on the application otherwise the money shall be returned to the council, except where the council's consent has been given for the funds to be used for another purpose.
6. The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for, and evidence of expenditure should be retained and supplied to the council as requested.
7. A progress report must be sent to the Clerk 9 months after receiving the award.
8. The Council reserves the right to request a repayment of any grant where an application does not comply with the conditions accepted on the award.
9. Failure to adhere to the council's grant conditions may impact the success of future funding requests.
10. Where a grant is awarded, payment will only be made on receipt of a grant award acceptance form (Appendix C) confirming the agreement to the council's grant terms and conditions.
11. Payment will be made by bank transfer to the organisation and not an individual.
12. Should the organisation disband during the period of the grant the council may ask for all or some of the monies to be paid back.
13. Organisations must contact the council before disposing of any equipment or resources

purchased or partly funded with grant funding from the council.

14. Acknowledgement of the financial support received from the council is required on documentation and any promotional literature or other media operation.

## Grant Aid Acceptance Form

I/We accept the offer of award of £ ..... dated ..... awarded to  
..... from Fair Oak and Horton Heath Parish  
Council in respect of .....

I/we declare that we are authorised to act on behalf of the applicant,  
..... and agree to accept the terms.  
and conditions as detailed below relevant to this award.

Signed:

Position:

Date:

### Guidance Note

1. This guidance note has been prepared to assist organisation that may be considering applying to the Parish Council for a grant of donation. It is part of the Council's grant and donation policy. A copy of the policy is available from the Parish Clerk on request or can be downloaded from the website.
2. The Council will award grants and donations, at its discretion, to community organisations and activities which contribute constructively to the life and well-being of some or all of the residents within the parish. For example:
  - Providing a service
  - Enhancing the quality of life
  - Improving recreation and /or sports
  - Improving the local environment
  - Promoting the parish in a positive way
3. To qualify for an award the applicant must be able to demonstrate:
  - That there is a need for the activity or project to be funded
  - That funding will benefit the parish or residents of the parish.
  - That it does not discriminate on grounds of racial origin gender, disability, age (except for obvious reasons, such as becoming a member of a youth club) and political or religious persuasion.
4. The Council will not fund:
  - Private Individuals
  - Political Parties
  - Religious organisation unless a clear benefit to the community can be demonstrated irrespective of religious beliefs.
  - National organisations except where it can be demonstrated that the funding will substantially benefit residents of the parish.
  - Applicants submitted after the closure date, unless in exceptional circumstances, such as in cases where it can be clearly demonstrated that the activity is of an urgent nature that could not have been foreseen

- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide.
  - Applications exceeding the maximum individual grant award determined each year, except where it can be clearly demonstrated that additional funds are essential and the benefits are proportionate with the additional expenditure
  - The total cost (100%) of the overall project cost
  - Retrospective applications
5. It should be noted that this list may not be exhaustive and the council reserve the right to decline any application which it considers inappropriate or against the objectives of the council without giving reasons for its decision.
  6. All applications should be made using the application form found in this pack either digitally or printed and using black ink.
  7. If you require assistance in completing the application form or submitting the supporting information please contact the parish clerk at [clerk@fairOak-pc.gov.uk](mailto:clerk@fairOak-pc.gov.uk)
  8. Please ensure that you sign the declaration at the end of the application form. This should be signed by someone who is authorised to act on behalf of the organisation and in signing accepts responsibility for the accuracy of the information provided.
  9. Completed applications form should be returned to the parish clerk by post or email.
  10. Please note that all applications must be returned by the closure date specified on the application form.
  11. Please ensure that your application specifies the expected start date of the project or activity.
  12. **If an activity will be repeated in future years, a separate application must be made. i.e., grants awards cover only one year and a successful application for funding in one year does not guarantee the award of a grant for the same activity in the following year.**
  13. In support of your application you should also provide:
    - A copy of your constitution
    - A copy of your latest bank statement(s) showing financial balance(s)
    - A copy of your latest audited accounts
    - Details of any current relevant financial information
    - Copies of any grant award letters from other funders relevant to the

application

14. If any of the above is not available, please give the reason on the application form. If your organisation is newly formed, please include a copy of the budget and business plan.
15. Please feel free to submit any additional information you consider relevant in support of your application.
16. Failure to supply any information requested by the council may hinder the success of your application.
17. It should be noted that the council's decision on the consideration of applications is final and there is no right of appeal.
18. Any award approved by the parish council is made subject to the acceptance of terms and conditions. A declaration signed by the authorised officer of the organisation agreeing to these terms and conditions must be received before payment is made.