

Horsmonden Parish Council

Grants Policy

Horsmonden Parish Council has power to make grants under s11 and s137 of the Local Government Act.

The Objectives of parish grants are:

- to ensure that, if a grant is made, it represents good value for money in what it will achieve for the benefit of Horsmonden parishioners;
- to assist, develop and promote local voluntary and charitable organisations and campaigns, schools and other organisations affording services or benefit to residents of the parish;
- to strengthen and enrich the local community and provide opportunities for residents to benefit from education, sports, recreation, enjoyment of the environment, culture, art or history;
- to benefit all sections of the Horsmonden community.

Policy:

1. This Policy will be kept up-to-date. To ensure this, the Policy and the way it is operated will be reviewed from time-to-time as appropriate.
2. Usually, grants will only be awarded to organisations rather than individuals. If awarded to an organisation the grant must be paid to that organisation rather than to an individual. All funding must be clearly for the benefit of the inhabitants of Horsmonden parish.
3. All grant applications have to be made on a fully completed application form.
4. A copy of this Policy will be available to all applicants on the Parish website
5. Grant applications can be made at any time. Any grant application will be determined at the next available full Parish Council meeting. Grant applicants will be informed when their application will be discussed. The Parish Council may decide to adjourn any application for consideration at a later time or to a time together with other applications or pending a request for further information.
6. Recipients of grants may be asked to acknowledge Council support on stationery and promotional material.
7. Grants will not be considered for projects that have already been completed.
8. Extended Grants i.e. grants that run over a period of more than one year, will not normally be considered. However, in exceptional circumstances the Council may consider such an application which should be supported by a business plan or a service plan in respect of the period for which the grant is being sought.
9. Grants over a value of £1000 may be made in scheduled payments during the financial year.

10. Grants will be limited to one per organisation per year unless there is exceptional justification for a second grant.
11. The organisation will be required to report back regularly to update the Council about its activities and how the grant has assisted it to benefit the Horsmonden community. This will be required at least annually and, in particular, if they plan to make a further request for a grant.
12. If a grant is not used, the Parish Council will be entitled to request an explanation of why it was not used and may ask for a repayment of the unused funds.
13. If a grant is requested for a further period but the original grant has not been used, the Parish Council may reduce the amount of a new grant by the unused funds from the previous grant.

Guidance notes for applying for a grant

Horsmonden Parish Council asks that a request for a grant be submitted in writing on the application form attached or completed and emailed to the Clerk.

The documents are also available on our website www.horsmonden-pc.gov.uk and that as much of the following information as possible is supplied:

1. Some background to the group applying for the grant – its objectives or what it does. For larger grants, a statement of their financial affairs and/or details of previous fund-raising activities or last full set of account.
2. How the grant is intended to be spent and a timescale.
3. The amount required or a suggested amount if this is a contribution.
4. The benefit to the residents or businesses of Horsmonden, e.g. if the money is requested for a group or club, how many local residents are involved.
5. The value for money or appropriateness of the grant request to the Parish Council
6. An indication of the funds held by the organisation and reason for seeking a grant.
7. After the event – feedback in the form of a statement of how the money was used. Where over £2000 has been granted, this is a statutory requirement.

When completed, please send it to the Parish Council below:

Email: clerk@horsmonden-pc.gov.uk

Post: Horsmonden Parish Council, The Parish Office, Horsmonden Village Hall, Back Lane, Horsmonden, Kent, TN12 8LH

If you have questions, please telephone the Parish Office on 01892 724989.