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Hemswell Cliff Parish Council

Hemswell Cliff Parish Council Small Grants Fund Policy and Application Form

1. Introduction

- 1.1. The purpose of the Parish Council's Smalls Grants scheme is to support the cost of community projects or events which are open to all residents of Hemswell Cliff.
- 1.2. For the 2019-2020 financial year the Parish Council's Small Grants Fund amounts to £200 in total. This document and the amount of small grants funding available should be reviewed annual and, if necessary, revised and agreed by the Council.
- 1.3. The policies and procedures which follow define how the Parish Council will make decisions on grant applications.

2. Section 137

- 2.1. Under Section 137 of the Local Government and Housing Act 1972, local authorities are allowed to spend a limited amount on activities they are not otherwise empowered to do, but which they considered to be in the interests of their area or its inhabitants, and which would produce a benefit commensurate with the expenditure involved. This section was largely replaced by general well-being powers in the Local Government Act 2000, but limits on discretionary spending set by the Government using section 137 powers still apply to parish and town councils. The section 137 limit on town and parish councils takes the form of an amount per registered elector.
- 2.2. The Parish Council can also award grants under the General Power of Competence as set out in the Localism Act 2011. This can only be enacted if two thirds of Councillors agree and there is a qualified Parish Clerk.

3. Evaluation Process

- 3.1. Every valid application will be submitted at least seven days in advance as an agenda item at the next ordinary meeting of the Parish Council. Applications will vary in scope, cost and risk. Council will review each valid application against these criteria:
 - How likely is it that the proposed benefits will be achieved?
 - How many residents of the parish will benefit?
 - How much money is being requested?
- 3.2. Based on these criteria, Council will be asked to agree on a number of outcomes:
 - Whether to grant the application

- How much will be granted
- Whether to go ahead on simple agreement or to appoint a council lead to oversee the activity.

3.3. Both the evaluation against criteria and the agreed outcome will be recorded in the Parish Council's minutes in enough detail to provide a clear audit trail.

4. Rules of the Fund

- 4.1. The scheme will run annual, with the opening date for applications being 1st April and the final submission date for applications 31st January. Applications will not usually be considered outside that timeframe.
- 4.2. Applicants must complete the application form (see below) to apply to the Small Grants Fund.
- 4.3. The Parish Council aims to consider and award small grants within 21 working days. Whilst every effort will be made to respond to applications sooner, time is needed for consideration and approval, so applications should not be left to the last minute.
- 4.4. Grants will not be awarded on a retrospective basis but only for future funding requirements.
- 4.5. Funds will be made available for this scheme, but once they are expended, no further funds will be available until the start (1st April) of the following financial year.
- 4.6. The Parish Council will only consider one small grant application per applicant each year.
- 4.7. Payments will usually be made by cheque. The maximum grant award is £100, although the Council may award more in exceptional circumstances.
- 4.8. It is not normally the policy of the Parish Council to make grants by instalments.
- 4.9. Applications will not be considered from individuals.
- 4.10. Applications will not be considered from private organisations operated as a business to make a profit or surplus, but charities and unincorporated groups may apply.
- 4.11. Applications will not be considered for activities intending to support or oppose any political party or religion, or to discriminate on the grounds of

race, age, gender, disability or religion, or for any activity that is likely to cause offence or distress to parishioners.

- 4.12. Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
- 4.13. Grants will normally, but not exclusively, be awarded to local voluntary organisations including clubs and charities.
- 4.14. The applicant should be resident in or undertake its activities in the Parish. Applications from outside the Parish may be considered in exceptional circumstances.
- 4.15. Applications will not be considered for any activity that is the statutory responsibility of any other organisation.
- 4.16. Applications will not normally be considered for any activity that duplicates statutory funding, unless the requesting organisation is also providing additional funding.
- 4.17. Applications will not be considered for loans, interest payments, recoverable VAT, any liability arising out of negligence, or any activity that is likely to infringe any regulation or code of conduct.
- 4.18. Applications that would result in an ongoing commitment from the Parish Council will not be accepted.
- 4.19. The amount requested should be proportionate for the stated objective to be met.
- 4.20. It is a condition of the grant that the funds be used for the purpose stated. Other conditions may apply and you will be notified of these at the time.
- 4.21. Organisations that receive a grant are required to acknowledge the contribution from the Parish Council on publicity and printed material.
- 4.22. The Parish Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
- 4.23. All grant recipients are required to provide the Parish Council with a brief report of how the grant has been utilised.

GRANT APPLICATION FORM

Please read through the guidance in the policy above before filling out this form.

NAME OF YOUR ORGANISATION:

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OBJECTIVES OF YOUR ORGANISATION:

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.....

FINANCIAL AND MEMBERSHIP DETAILS OF YOUR ORGANISATION:

Grant Amount Requested:

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Number of Members resident in Hemswell Cliff Parish:

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ACTIVITY FOR WHICH THE GRANT IS REQUESTED *(please specify if the grant is for a specific project or something else):*

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Benefits to residents of Hemswell Cliff Parish:

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How the benefits will be confirmed to have been achieved:

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Amount and source of funding to be provided by the applicant organisation:

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APPLICANTS DETAILS:

Contact details - address, postcode, telephone number(s) and email:

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.....
.....

This application has been submitted by:

.....

Position in organisation:

.....

Date:

Signature:

We would like / We do not wish* to make a personal presentation to the Parish Council.
(*delete as appropriate)

If successful, the grant cheque should be made payable to:

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In some cases, it may be possible to make the grant funding available electronically:

Your Organisation's Bank Account Name:

Your Organisation's Bank Account Sort Code:

Your Organisation's Bank Account Number:

Please return this completed form to:

By post: Clerk, Hemswell Cliff Parish Council, 135 Middlefield Lane, Gainsborough, Lincs, DN21 1QR

Or email: clerk@hemswellcliffparishcouncil.org.uk

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Hemswell Cliff Parish Council Clerk – Helen Reek

Address: 135 Middlefield Lane, Gainsborough, Lincs, DN21 1QR

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