

HOOE PARISH COUNCIL

HOOE PARISH COUNCIL GRANT POLICY

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1. **Introduction**

- 1.1 Hooe Parish Council allocates funds on the 1st April each year to donate to good causes in the Parish in the form of a Grant. The Parish Council can issue grants under the powers of section 137 of the Local Government Act 1972 and must be for the direct benefit of the Hooe community, represents value for money, is open and transparent and is fairly distributed.
- 1.2 The amount agreed in the budget each year is limited to a figure per head of the electorate on the electoral role on the 1st January before the commencement of the new financial year. The figure permitted per head for the current tax year 2023/24 is £9.93 and the amount cannot be exceeded. The grant budget is set annually as part of the general statutory budget setting process.
- 1.3 Any expenditure made under section 137 of the Local Government Act 1972 must be properly authorised by resolution of the Parish Council, minuted and shown in a separate column in the Parish Council's accounts.
- 1.4 Hooe Parish Council may choose to set a maximum financial limit for each grant application submitted and elect to approve grants on a bi-annual basis each financial year.
- 1.5 A grant application must be completed, and the criteria must be met as laid down in this policy for consideration of grant funding.
- 1.6 The Parish Council may elect to waive the fee (only on occasions) for the hire of the village hall or use of the sports pavilion to organisations that are registered charities as long as the terms of the hire meet all statutory requirements.
- 1.7 Hooe Parish Council will not fund any activities outside its legal powers and functions.

2. **Grants for Local Community Organisations**

- 2.1 Grant applications will be considered from voluntary groups, registered charities and community groups with a written constitution that details the aims of purposes of their organisation, hold a dedicated bank account, can demonstrate the grant will be of benefit to the local community within the Parish of Hooe and demonstrate a clear need for the funding. The organisation's accounts must be available for the public to view.

3. **What areas can a Grant Application be considered for:**

- Sports & Recreation
- Youth related
- Sustainable Community Environmental Projects
- Events & Celebrations
- To raise the Profile of the Local Area
- Enhancing the Quality of Life

This list is not exhaustive and further areas may be added to the list at the Parish Council's discretion.

4. **Under Section 137 of the Local Government Act 1972 those listed below cannot apply for a Grant:**

- Grants cannot be awarded to individuals
- The Parish Council will not fund activities that it considers to be the responsibility of a Statutory Authority
- Political groups or activities promoting political beliefs.
- Projects that discriminate on the lines of age, colour, sexuality, gender, race, nationality, marital status or lifestyle.
- Religious organisations where funding is to be used to promote religious beliefs
- General Appeals – such as national or international disasters
- Commercial enterprises that aim to make general profit
- Branches of an organisation that could be funded by their main organisation
- National organisation without a locally based group.

The Parish Council will reserve the right to not support organisations that have a closed or restrictive membership. The Parish Council may choose to add to the above list at any point.

5. **Eligibility Criteria for Grant Funding**

- 5.1 The applicant must be a registered charity, voluntary or community organisation.
- 5.2 The organisation must have a written constitution and hold an independent bank account with two authorised representatives to make payments from the bank account. The organisation's accounts must be available for inspection and for the public to view.
- 5.3 The grant proposal submitted must clearly demonstrate how it will benefit the residents of Hooe.
- 5.4 Each application submitted will be assessed on its own merits against the criteria set by Hooe Parish Council and Hooe Parish Council will reserve the right to refuse any grant application which it considers to be inappropriate or against the objectives of Hooe Parish Council.
- 5.5 Any grant will not be awarded retrospectively.
- 5.6 Only one grant application will be considered from each organisation in any one financial year.
- 5.7 The Parish Council may request to see a copy of the organisation's accounts or a current bank statement.
- 5.8 The administration of and accounting for any grant shall be the responsibility of the recipient. Any grant awarded must be properly accounted for and evidence of expenditure should be supplied to Hooe Parish Council upon request.

- 5.9 Any grant must only be used for the purpose for which it was awarded unless written approval of Hooe Parish Council has been obtained for a change in use of the grant. The grant must be spent within twelve months of the grant being issued. Any unspent portion of the grant must be returned to Hooe Parish Council.
- 5.10 Hooe Parish Council may request the applicant to provide a progress report at any point once the funds have been released.
- 5.11 The organisation will be responsible for ensuring that they are compliant with all legal and statutory requirements in the delivery of their project, service or activity.
- 5.12 Hooe Parish Council may attach additional conditions to any approved grant funding application as they deem appropriate.
- 5.13 Hooe Parish Council will not fund any activities outside its legal powers and functions.

6. Grant Application Process

- 6.1 All applicants submitting a grant application form will be deemed to have read and agreed to the requirements outlined on the grants application form and the eligibility criteria as set out in this policy.
- 6.2 The grants application form may be obtained from Hooe Parish Council's website or direct from the Parish Clerk. Hooe Parish Council will reserve the right to decline any application without giving reasons for its decision.
- 6.3 The applicant must meet the **eligibility criteria** as set out in **section 5**.
- 6.4 Hooe Parish Council will take into account if the organisation has received a grant from the Parish Council in the past.
- 6.5 The applicant must demonstrate evidence of a well managed organisation with a proven track record to deliver the project, service or activity.
- 6.6 That the applicant provides evidence of financial sustainability and viability of the organisation and can demonstrate the funding requested is appropriate and realistic for the grant proposal submitted.
- 6.7 That the applicant's grant proposal submitted clearly demonstrates what benefits there are for the residents of Hooe.
- 6.8 That the applicant must confirm that the grant will be managed or delivered by the organisation submitting the application and not by any third party.
- 6.9 The Parish Council will assess whether the applicant could reasonably have been expected to obtain sufficient funding from a more appropriate source than the Parish Council.

- 6.10 All grant applications must be sent to the Clerk at Hooe Parish Council. All grant applications received will be submitted to the next Parish Council meeting for a decision subject to funding being available. Hooe Parish Council will notify all applicants in writing within fourteen days of the decision. The Parish Council's decision on any grant application is final and there is no right of appeal.
- 6.11 All grant payments will be made by bank transfer to the organisation's bank account within fourteen days of the Parish Council's decision subject to meeting the terms of the grant agreement agreed by Hooe Parish Council.