Highcliffe and Walkford Parish Council

Grants to Local Organisations Policy

Introduction

A grant is any payment made by the Highcliffe and Walkford Parish Council ("the Council") to be used by an organisation for a specific purpose which will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Council. The Council awards grants at its discretion to local organisations who can demonstrate a clear need for financial support where the Parish will benefit by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish of Highcliffe and Walkford in a positive way

Grant Application Process

1. This policy, application form and any other required forms will be available on the Parish Council website or by request from the Clerk to the Council, who will, upon receipt of all applications after the application deadline date, collate all the necessary information from the applicants ready for presentation and discussion at the appropriate Council meeting.

2. All questions on the application form should be fully answered and the additional information supporting an application should be provided.

3. In addition to the application form organisations will be required to provide the following supporting information:

    - a copy of their written constitution or details of their aims and purpose,
    - full details of the project or activity,
    - demonstration that the grant will be of benefit to the local community within the Parish,
    - the proportion or number of beneficiaries living in the parish,
    - demonstration of a clear need for the funding,
    - a copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.

4. Grant applications will be considered twice yearly by Council in September and March and must be received at least 2 weeks prior to the published Council meeting date.

5. The Parish Council will make the decision on which grants to award, and all applicants will be contacted following the Council's decision.

6. The Council has a limited budget each year and the approved budget will be equally split into the two application periods.

Conditions of Funding

1. The organisation must be either non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.

2. Grants will not be made to organisations that discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability.

3. Grants will not be made to individuals.

4. Grants will not be made retrospectively.

5. 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. The Council will only provide funding to assist organisations that are not based in the area, pro-rata for residents using that service.

6. An organisation should have a bank account in its own name.

7. 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 supplied to the Council as requested.

8. Only one application for a grant will be considered from each organisation in any one Parish Council financial year.

9. Grants will not normally be made for ongoing running/core costs e.g.:
   - Utility bills
   - IT and website support costs
   - Rent and rates
   - Insurance
   - Service contracts
   - Salaries
   - Lease payments
   - Stationary and other consumables

   Where an application is for running costs for a project, the applicant should detail the plans to find future running costs from alternative sources. Where grants for running costs are made, no guarantee of future funding is implied.

10. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.

11. The Council will normally only consider grant applications for £1,000 or less. In exceptional circumstances where a significant and wide-ranging community benefit are clearly demonstrated in the application form, grants for higher amounts may be considered.

12. The Council welcomes applications which demonstrate how one-off grant funding will lead to greater self-sufficiency and lessen the need for future applications.

13. Each application will be assessed on its own merits.

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

15. Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.

16. An End of Grant Report will be required to evidence of the use of the full grant amount for the agreed purpose must be provided to the Parish Council 12 months following the grant being transferred. The Council welcomes the opportunity to physically see what was achieved with the funding as part of the report. Should the evidence not be received the Council will request the return of the funds.

17. If awarded a grant, the Council would welcome an invitation for the Chairman to visit the project and attend any official opening. The Council can assist with the promotion of such events and with press releases.

18. Grant applications are reviewed by the Parish Clerk (or Assistant Parish Clerk in the Clerk's absence), who provides a full report to Council for decision.

19. The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.

20. Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

GRANT TO LOCAL ORGANISATION APPLICATION FORM

Please Read These Notes Carefully Before Completing the Form

1. Not all the questions contained in this application form are relevant to all organisations or have enough space for adequate explanation. As such, the Council welcomes any supporting information which you believe will better explain and assist your application.

2. If there is insufficient space on any part of the application form, please indicate and attach a separate note.

3. When making your application:

   The Council particularly encourages applications for specific one-off costs or projects. However, it may also consider revenue costs except for those which are the responsibility of another local authority, for example the Principal Authority.

4. All applications must include:
   a) A copy of the latest financial statement of the organisation (if applicable showing all general and special balances).

   b) All applications for grant aid must declare any other grants that have been received in connection with the same application.

5. Requests for grants will only normally be considered from the following categories:

   a) A Highcliffe and Walkford-based charity, organisation or association.

   b) An organisation or association serving the needs of the residents of Highcliffe and Walkford.

   c) An organisation or association serving a specific section of the Highcliffe and Walkford community.

6. An award of a grant must give direct benefit to all or some of the inhabitants of Highcliffe and Walkford, and the size of the grant should be commensurate with the benefit delivered.

7. The Council as a body does not affiliate to any political party or religion, therefore will not provide grant aid to support any religious group or activity in the Parish. By law, the Parish Council cannot offer financial assistance to any political party.

8. Applications for grants which do not meet the criteria set out in 5 above may still be considered in certain circumstances where the law allows.

9. You will be informed in writing whether your application has been successful.

10. If you have any queries or wish to discuss the application, please contact the Council office by email clerk@highcliffewalkford-pc.gov.uk

1.	Name of organisation	
2.	Name of contact	
3.	Contact Address	
4.	Tel. No	
5.	Email Address	
6.	Address where activities are based *if different from contact address*	
7.	What area (community) is served?	
8.	Are there any other similar facilities or services provided in the area/district?	
9.	Approximately how many people in Highcliffe and Walkford benefit from and/or attend your organisation/activity?	
10.	How does your organisation/activity benefit the residents of Highcliffe and Walkford? Please state how.	
11.	Present charges/ subscription/fees. Please attach schedule if available.	
12.	Are there any proposals to change or introduce charges, subscriptions or fees? If so, please advise effective dates.	

13.	Details of the project, facilities or service to be provided and how it will benefit the community:	
14.	a) Proposed starting date of project or acquisition date of equipment.	
	b) Estimated completion date or length of time for the project.	
15.	Please give details of the cost of the project	

16.	Please give details of other grants awarded or applied for.		
17.	Amount of grant requested from Highcliffe and Walkford Parish Council and provide a breakdown in box 18.		
18.	Have you included a copy of the latest financial statement of the organisation (if applicable showing all general and special balances)		
19.	Any other relevant information *continue on a separate sheet if necessary*		

Signed…… Date……..

Please return your application form to: Parish Clerk, Highcliffe and Walkford Parish Council, 254 Lymington Road, Highcliffe, BH23 5ET or email clerk@highcliffewalkford-pc.gov.uk enclosing your organisation's latest financial statement.

Version
Date of Approval:

End of Grant Report Form

For grants awarded by Highcliffe and Walkford Parish Council

Section 1: Grant and Organisation Details

1.1 Organisation Information

Organisation Name:	[Full legal name of the organisation/group]
Organisation Address:	[Full postal address]
Contact Person for this Report:	[Name and Title]
Contact Email:	[Email address]
Contact Phone Number:	[Phone number]
Website (if applicable):	[Website URL]
Charity Number (if applicable):	[Your organisation's charity registration number]

1.2 Grant Information

Project Title (as per original application):	[Original project title]
Grant Amount Awarded:	£[Amount]
Report Submission Date:	[DD/MM/YYYY]

Section 2: Project Activities and Achievements

2.1 Project Summary	
Please provide a brief overview (approx. 100-150 words) of the project activities undertaken with this grant. How did the	

actual activities align with or differ from your original proposal?	
2.2 Achievements and Outcomes	
Referring to the objectives outlined in your original grant application, please describe the **main achievements and outcomes** of your project. Please be specific and provide examples where possible. (Approx. 200-300 words)	
Unexpected Benefits/Positive Impacts:	Were there any unexpected benefits or positive impacts that arose from your project?
Challenges/Unexpected Issues:	Were there any challenges or unexpected issues encountered during the project? How did your organisation adapt or respond to these? What did you learn from this experience?
2.3 Beneficiaries	
Who were the primary beneficiaries?	(e.g., specific age groups, communities, demographics, etc.)
Approximately how many people benefited directly?	
How did the grant specifically benefit them?	
3.3 Unspent Funds	
Amount Unspent:	£[Amount]
Proposed Plan for Unspent Funds:	[Describe your plan, e.g., return to Highcliffe and Walkford Parish Council, carry forward with approval, etc.]
Section 4: Declaration	

4.1 Additional Comments	Is there anything else you would like to tell us about your project or its impact? (e.g., testimonials, media coverage, photos, etc. – please attach as appendices if available).

4.2 Declaration
I, the undersigned, certify that:
The information provided in this End of Grant Report is true and accurate to the best of my knowledge.
The grant funds were used in accordance with the terms and conditions outlined in the grant agreement.
Our organisation has complied with all relevant regulations and safeguarding policies during the delivery of this project.

Signed:	
Name (Printed):	[Full Name]
Position:	[Position in Organisation]
Date:	[DD/MM/YYYY]

Instructions for Grant Recipients:
Please complete all sections of this form.
Be as clear and concise as possible in your responses.
You may attach additional pages, photographs, or documents (e.g., project reports, case studies media clippings, testimonials) if they help to illustrate your answers.
If you have any questions about completing this form, please contact clerk@highcliffewalkford-pc.gov.uk

Please return this completed form and any supporting documents to:

Highcliffe and Walkford Parish Council, 254 Lymington Road, Highcliffe,

BH23 5ET clerk@highcliffewalkford-pc.gov.uk