



Holybrook Parish Council

Proudly serving the residents of Holybrook Parish since 2000

Policy for Application of Grant funding

Holybrook Parish Council has an Earmarked Reserve available to be awarded in grants. The 'Grants' fund is agreed by Full Council as part of the budgeting process. Unspent grant budgets from a previous financial year can be held in a fund to be used in the following financial year.

The publication of this policy document is to demonstrate a fair and transparent process for grant awards. This Policy is drafted by Holybrook Parish Council's Finance Committee and is agreed by council members. This policy is reviewed at least annually.

To qualify for a grant, an organisation must first complete a grant application form and submit it to the Parish Clerk for review. An incomplete grant application will automatically be rejected before being seen by Holybrook Parish's Finance Committee.

IMPORTANT: The applicant must be able to demonstrate that any funding provided by the Parish Council will be of direct benefit to the Parish or its inhabitants.

WHO CAN APPLY

Local community groups, voluntary organisations and charities which must be of a non-commercial nature.

The Parish Council will not normally make grants to organisations outside of the Parish unless it can be demonstrated that there are direct benefits to the Parish. These should not be regarded as direct financial benefits.

National organisations will not usually be considered.

HOW CAN THE GRANTS BE USED AND HOW ARE THEY DECIDED

Applications should be for exceptional grant funding which will not result in recurring expenditure to the Parish Council e.g. one-off equipment, insurance, special project costs qualify but on-going staff costs/salaries do not. However, the Council may consider applications where there is history of successful awards in previous years.

Only one grant per applicant will be awarded by the Council in a financial year.

Other factors that the Parish Council will consider when reviewing a grant application include;

- Whether the Parish Council has the power to make the grant;
- Whether the applicant has demonstrated some degree of independent fundraising on a "self-help" basis;
- Whether the applicant has applied to other bodies for funding for the same project / operational costs.

All grant applications will be considered and decided either by the Finance Committee or Full Council in an open meeting (depending on which is sooner). 'Large grants' may be referred for a Full Council decision if the Committee sees fit (see procedure for full details).

A calendar of meetings can be found on our website at <http://www.holybrook-pc.gov.uk> or by contacting the Clerk on 0118 945 4339.

Grants are dependent on the availability of funds and the suitability of the application. Grants will not be made retrospectively and cannot be made to individuals except in extraordinary circumstances.

If an applicant is not satisfied with the Committee's decision a request can be made for the application to be considered by the Full Council. In this case, the decision of the Full Council will be final.

WHAT WILL NOT NORMALLY BE FUNDED

- The activities of political organisations.
- The activities of religious organisations, unless they can show they operate clear and open community activities which do not require membership or connection to the organisation and that the application will be of benefit to the community.
- General operational and maintenance costs.
- Events that have already occurred, equipment already purchased, works already started or completed.
- Repayment of loans or cost of services, equipment or provisions in anticipation of a grant.
- Organisations that have a closed or restricted membership.
- Organisations that are the responsibility of another public body/agency, however some form of matched/joint funding might be considered.

GRANT CONDITIONS

- ****All grant applications MUST include an indication of the number of Holybrook residents that will benefit from the grant;**
- The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application.
- The organisation is responsible for ensuring the grant is used for the purpose for which it is granted.
- Organisations are responsible for ensuring that they comply with all legal and statutory requirements.
- Should, for any reason, the organisation disband during the period of the grant, the Council may ask for all or part of the monies to be paid back.
- Prior approval of the Finance Committee is required if any change of purpose of the grant is required.
- Acknowledgement of the financial support received from the Council is required on documentation and any promotional literature or other media operation.

- To be eligible for a grant an organisation shall 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.
- More than one project may be comprised in a single grant application.

Failure to comply with these conditions could result in the award being withdrawn and future grant applications being refused.

APPLICATION PROCEDURE

1. Grant requests can be made at any point during the financial year 1st April to 31st March and these will be reviewed at the next available relevant meeting (dates as published following the Council's Annual Meeting each May; the Committee reserves the right to hold Extra Ordinary meeting if deemed necessary). All grant applications must be supported by a completed Holybrook Parish Council Grant Application Form.
2. Completed application forms and the supporting documentation should, preferably, be e-mailed to the Parish Clerk on: clerk@holybrook-pc.gov.uk. Alternatively, applications can be posted to:

Parish Clerk
The Parish Office
Beansheaf Community Centre
Charrington Road
Calcot
Reading RG31 7AW

3. A representative would be welcome at the relevant meeting to answer any questions which may arise whilst the grant is being considered.
4. If successful, the grant is made in a single payment on receipt of an invoice to the amount agreed and copies of associated receipts (where appropriate).
5. After the grant has been awarded, the Parish Council requires feedback in the form of a statement of how the money was used. An invitation will be extended to the organisation to attend the Annual Assembly of Holybrook Parish. Large grants awarded should be acknowledged in your annual published accounts with a copy provided to the Council.
6. Details of which organisations have received a grant during the year are included in the Finance report given at the Annual Parish Assembly and will also be documented on the Parish Council website.

If you require any further information, please contact the Clerk on 0118 945 4339.

(This policy and the Grant Application Form can also be downloaded from the Parish Council website: www.holybrook-pc.gov.uk.)

** Essential information