



GRANTS TO LOCAL COMMUNITY ORGANISATIONS

East Hunsbury Parish Council has statutory powers to make funds available to local organisations for the overall benefit of East Hunsbury and its residents.

This document sets out the guidelines for making a grant and formalises the application process to ensure access, openness and fairness to the groups and organisations we aim to support.

The grant scheme will be advertised to the public in our parish noticeboards, on the website and through social media.

We will ensure that our grant making is:

- Open
- Transparent
- Fair
- Competitive
- Supports priorities and issues faced by East Hunsbury

GENERAL INFORMATION

It is the intention of East Hunsbury Parish Council (subject to budget restrictions and available resources) to support initiatives from local community groups and organisations.

Priority will be given to applicants who have **not previously received grants** from East Hunsbury Parish Council in that budget year.

- Grants of up to £1,000 are available
- At our discretion we may award a sum greater than £1,000
- Applications will be accepted from 1st February for the next financial year

Eligibility to apply

The following organisations may apply for a Community Grant

- An East Hunsbury based charity
- An organization serving the needs of the residents of East Hunsbury
- Resident(s) of East Hunsbury requesting grant aid for a project/event which will be for the benefit of the local community
- A club/association/charity based in East Hunsbury and serving a specific section of the community or the community as a whole
- A local branch of a regional or national organization/group which serves the needs of the residents of East Hunsbury

Who/what is not eligible to apply

Applications would normally be rejected from:

- Projects which are the prime statutory responsibility of other government bodies or would normally be funded by a local or regional authority
- Projects which improve or benefit privately owned land or property
- Support for individuals or private business projects
- Applications by “for profit” commercial organisations
- Projects which have already been completed or will be have been by the time the grant is issued
- Applications for grants in respect of ongoing expenditure or revenue running cost
- Regional and national organisations unless it can be demonstrated that the grant would be used specifically for the residents of East Hunsbury
- Organisations with political affiliations or those established for the purpose of forwarding a party political agenda

What can be funded?

The project should be something that makes the local community a better place to live, work and play. It should be something that will provide a long lasting and sustainable benefit to our local area. We are looking for your ideas, but it must be something that will improve the social, environmental and/or economic profile for East Hunsbury.

Help will be given to new or informal groups of people who have formed to undertake new projects and priority will be given to those who are doing something which adds value, rather than applications for running costs.

The following are unlikely to be considered a grant priority

- Projects where there is a large shortfall in the funding needed to complete the project; or
- Projects where the amount of the grant would be a very small part of the overall cost of the project
- Projects that simply replace existing facilities with no significant improvement

Conditions of the Grant

- The support of East Hunsbury Parish Council must be acknowledged as appropriate on all publicity and promotional material including postings, advertisements, press releases and leaflets
- Financial support can only be used for the purpose for which the Grant is given, and as such we consider our grant to be registered as “Restricted Funding”. Failure to adhere to this condition could lead to the cancellation or reduction in the value of the grant
- Grants must not be distributed to any other organisation

APPLICATION GUIDELINES & PROCEDURE

Before completing your application please spend time on preparation and planning. You need to consider:

- **Who will be involved:** what different skills do people in your group have and how much time can they commit to it? Will you need help from another organization to make your idea work? It is important to identify somebody as the contact person who will sign forms, deal with the paperwork and be the contact person for the Parish Council.
- **Consultation:** do local people support your plan and can you demonstrate this?
- **Costs:** have you got a clear idea of how much your project will cost? Do you need to raise more money and if so, where from?
- **Timescale:** when planning your project remember that things often take longer than expected.
- **Completing the form:** make sure you answer all the questions. If you are not sure that something is relevant include it in any case – too much information is better than too little. Make sure you keep a copy of the completed application. If in doubt speak to the Parish Council.

HOW TO APPLY

- Complete the application form
- Submit completed application form along with all relevant information to the Clerk to the Council

HOW DECISIONS WILL BE MADE

Grants are considered at the scheduled Parish Council Meetings (dates available on request, in our noticeboards or on our website).

All applications will be considered but you may not receive the full amount of the grant you applied for. The Parish Council reserves the right to refuse an application if it feels it is not in the interests of East Hunsbury as a whole.

On receipt of the application it will be assessed by the Clerk and a nominated Councillor on the following criteria:

- General eligibility
- Impact on key local need
- Community support
- Value for money
- Environmental impact
- Community involvement
- Feasibility
- Likely effectiveness

WHAT HAPPENS NEXT

- If your application is successful you will be sent an email or letter to inform you.
- If your application is not successful we will write to you to let you know. This does not mean that you cannot apply again in the future.

- When the project is finished we will ask you to provide copies of invoices related to the project.

DATA PROTECTION

The information collected on the application form and from supporting evidenced will be used to process your application.

We may check the information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or give information to them to check the accuracy of information, to prevent or detect crime, or to protect public funds in other ways, as permitted by law. These third parties may include Government Departments and Local Authorities.

We will not disclose information about you to anyone outside East Hunsbury Parish Council nor use information about you for other purposes unless the law permits us to.

Please refer to the East Hunsbury Parish Council Privacy Notice for more information about your rights and how we use the information we collect from you.



GRANT APPLICATION FORM

Hunsbury Library

Overslade Close

East Hunsbury

Northampton

NN4 0RZ

Tel: 01604 708429

Email: clerk@easthunsburypc.co.uk

Website: www.easthunsburypc.co.uk

1	Name of the organisation making the application and charity number if you have one. How long has the organisation been established?
2	Name and address of contact
3	Objectives of the organisation and activities in East Hunsbury:
4	Grant sought £ Previous grant if any £
5	Details of intended use of grant

6	What are the assets of your organisation?
7	Estimated expenditure of the organisation for the current financial year
8	<p>a) Is the request for full or part funding of the project?</p> <p style="text-align: center;">FULL PART</p> <p>b) If part funding how will be the balance be provided?</p> <p>c) Has the balance already been received? If so, please state the date</p> <p>d) If not, when is receipt expected?</p> <p>e) Do you have to satisfy any conditions to receive the balance? If yes, please state those conditions</p>
9	Is there any further information you wish to be considered with this application?

10	Is there any other way in which the Parish Council could assist your organisation?
11	You will be required to show how this grant has been effective within 12 months from the date of receipt of your application. Would you be prepared to give a presentation to the Parish Council?
	<p>Please note, we may also request other relevant information – for example, more details concerning the assets of the organisation, rent or leases, payments made to individuals and details of your organisation’s policies such as Child Protection, Equal Opportunities, Health and Safety.</p> <p>Signed.....</p> <p>Position held.....</p> <p>Organisation.....</p> <p>If your application were to be successful cheque to be made payable to:</p> <p>.....</p>

Notes:

1. Please quote the full name of the organisation making the application.
2. The contact should be someone who has a full working knowledge of the application details, and who would be available to attend a parish council meeting if this should be required.
3. The objectives should state the basic functions of the organisation as far as the Parish is concerned.
4. Please give a full description of the intended purpose of your project. Grants are not awarded to individuals. Grants offered by the Parish Council are intended to bring benefit to the inhabitants of East Hunsbury. Administrative costs associated with projects may be included in the costings submitted for a grant. You should be prepared to supply a breakdown of the budget for your project.
5. All personal data will be processed lawfully in accordance with the Data Protection Act 1998
6. Any Grant not used for the purpose applied for must be returned to the Parish Council.