

## **HOCKERING PARISH COUNCIL**

### **GRANT AWARDING POLICY**

**Approved: 21<sup>st</sup> December 2021**

**Date of next review: 2024 (3 yearly)**

Hockering Parish Council approves a budget each year for the purpose of allocating grants to local organisations and community groups.

#### **Eligibility**

The following criteria must be met for an organisation to be considered for a grant:

- The group must be a charity, voluntary or community organisation.
- The group must be able to demonstrate that any funding from the Parish Council will benefit the residents of Hockering.
- The group must be formally constituted and have a management committee made up of volunteers.

#### **Scope of grants**

Applications will be considered for the following purposes which must benefit some or all of the residents of Hockering:

- For purchasing equipment either in part or in full.
- For the provision of information via a newsletter.
- For funding of transport that will enable group members to participate in a group trip or outing regardless of their incomes.
- For training activities or to purchase the expertise of an outside trainer or facilitator.
- For activities that raise the profile of the area.
- For running costs of a viable group that is experiencing a period of hardship.
- For hosting special events or celebrations.
- For the provision of recreational facilities.

#### **Conditions**

- Prior approval of the Parish Council is required for any change of the purpose of the grant. The Parish Council reserves the right to reclaim any grant not being used for the purpose specified on the application.
- All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If the Parish Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded.
- An acknowledgement on receipt of the grant is required.

### **Application process**

Applications should be made by completing the Grants Award Application Form. For established organisations, a copy of the latest set of annual accounts available will be required. For new organisations, evidence of a planned budget will be required.

Applications are accepted at any time of the year but are usually considered together twice a year at the March and October meetings of the Parish Council.

Applicants are usually informed within two weeks of the meeting of the council's decision and grant money will usually be paid within a month of the decision, unless the applicant requires additional funding from other sources. In this instance, the Parish Council will pay the grant when all funding is secured.

### **Promotion**

The Parish Council will ask for recognition from successful groups in the form of promotion of the Parish Council in newsletters or any press releases etc. The Parish Council will also recognise successful groups in its own reports to parishioners.

The Parish Council will retain grant application forms for 7 years for financial reporting purposes only. Personal details (such as email and home address) will not be shared outside of the Parish Council.

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## HOCKERING PARISH COUNCIL

### Grants for the benefit of the people of Hockering Parish

#### Grants Award Application Form

Please read the Grant Awards Policy prior to completing this form.

#### The Organisation

Organisation:	
Primary Contact:	
Position: (within organisation)	
Contact Address:	
Telephone No's:	
Email Address:	

#### Details of Organisation

Brief Description of your organisation aims:	
How long has it been in existence:	
Is it run by a Committee:	
If yes, how many members:	
Can anyone join:	
If not, what are the restrictions:	
How often and where do you meet:	
How many members do you have:	
What percentage of members live in Hockering:	
Do you receive funding from any other sources, please give full details:	

**Grant Request**

Amount requested from Parish Council:	
Please give details of what you wish to use the proposed grant award for:	
Have you received or applied for funding from any other source, please give full details:	
Have you applied for a grant from Hockering Parish Council in the last five years and, if so, give details:	

**Supporting Information**

Please enclose the following supporting information:

- A set of rules or constitution by which the organisation runs.
- The latest set of annual accounts.
- Copy of bank statement not more than two months old.

**Declaration**

I declare that to the best of my knowledge the information given on this application and in the supporting material is correct. I understand that you may ask for additional information at any stage of the application process, which may take as much time as the Council may determine. I note that completion of this form does not necessarily mean the grant application will be successful.

Signature:

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Name of Signatory:

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Date:

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Please send this application form to:  
Hockering Parish Council, 10 Bluebell Close, Attleborough, NR17 2PH  
For further information, please call the Parish Clerk on: