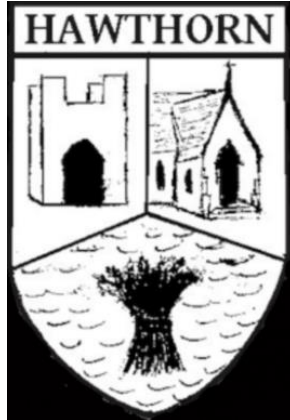


# Hawthorn Parish Council



## **Grant Awarding Policy**

**Approved May 2016**

**Review date : May 2023**



# Hawthorn Parish Council

## Donations / Grants Policy

### 1 Policy Statement

Hawthorn Parish Council aims to improve the quality of life in Hawthorn through encouraging an active, healthy and safe community, vibrant community centre and attractive environment managed in a sustainable way. As such we are committed to supporting and strengthening networks and community groups that help to make a positive difference to Hawthorn.

### 2 Introduction

Hawthorn Parish Council is funded by the residents of Hawthorn and therefore has only limited funds available to assist community organisations located and working in Hawthorn for the benefit of the community.

The Council's financial support is provided by way of Grants/donations which are decided against criteria set by, and which can be amended from time to time by the Parish Council. Parish Council.

### 3 Policy and procedure

- 3.1 At the discretion of the Council, grants are awarded to community organisations which demonstrate a clear need for financial support and must have a specific benefit to residents of Hawthorn and comply with the council's vision as below.
- 3.2 The organisation applying for a grant must be 'not for profit' or charitable. Grants will not be made to individuals and would not normally exceed 50% of the cost of the project or activity.
- 3.3 Grants will not be made retrospectively and only one application for a grant will be considered from each organisation in any one financial year (April to March).
- 3.4 The Parish Council will expect to be informed of requests for grants exceeding £500 by September of the financial year prior to the funds being required in order that budget provision can be considered.
- 3.5 Where an organisation requests a commitment of funds over a period of years an explanation of the reasons for medium term funding is required. The commitment to funding would not normally exceed four years. The Council may seek a meeting with the applicant to explore what the organisation is applying for and trying to achieve.
- 3.6 Organisations in receipt of a grant may be required to submit a report outlining how the money has been spent
- 3.7 The Parish Council must be credited in any publicity arising as a result of the award of a grant.

## **4 Process**

- 4.1 The Grants budget will be set annually as part of the general budget setting process.
- 4.2 Subject to funds being available, applications will be invited throughout the year.
- 4.3 Applicants will be required to complete an application form and return it to the Parish Clerk. As attached
- 4.4 Applicants will need to:
  - provide details of their aims and purpose;
  - provide details of project or activity;
  - provide details of proportion/number of beneficiaries living in the electoral area;
  - demonstrate a clear need for funding.
- 4.5 Organisations will be required to provide a copy of their constitution or identify the aims and objectives of their organisation
- 4.6 All applicants will be contacted within two weeks of the Council' decision

## **5 The Parish Council will not fund the following:**

- Organisations that do not provide a service to the community in Hawthorn
- Individuals or appeals supporting an individual.
- General appeals.
- Statutory organisations or the direct replacement of statutory funding.
- Political groups or activities promoting political beliefs.
- Religious groups where funding is to be used to promote religious beliefs.
- Arts & sports projects with no community or charitable element.
- Medical research, equipment or treatment.
- Animal welfare.

## **6 The next step**

- a. Complete the Grant Application Form which is attached to this policy
- b. Forward together with copies of your constitution / or information as shown on the form.

# Hawthorn Parish Council

Chairman: Cllr. A. Askew

Clerk to the Council: Lesley Swinbank MBA, FILCM

Springwell House, Spring Lane, Sedgefield Co. Durham. TS21 2HS

Tel. 01740 622429

Email: [lesley.swinbank@hawthornparish.co.uk](mailto:lesley.swinbank@hawthornparish.co.uk)

## Funding Application

All applications for donations / grants must be made by completing this application form and forwarded to Lesley Swinbank (Parish Clerk) either e mail to [lesley.swinbank@hawthornparish.co.uk](mailto:lesley.swinbank@hawthornparish.co.uk) or post to the address as shown above.

The Parish Council meets on the 3<sup>rd</sup> Monday of each month (except August) and your application must reach the Parish Clerk at least 10 days before a meeting in order that it can be placed on the agenda for the meeting. Applications received after this time will not be considered until the following month.

Your Organization	
Name of Organization	
Contact name & position	
Address	
Telephone	
E mail	
Brief Description of the organization	
Equal Opportunities: My organization complies with equal opportunities statutory requirements. Yes      No	

I confirm that the information I have given is, to the best of my knowledge, a true and accurate statement.

Signature

Position in Organization

Date

## Your project

What would you like to do?

When will this take place?

How long will it last?

Where will this take place?

Who will be involved?

What is the total cost?

How much are you seeking from the Parish Council?

Please explain how your project will benefit the local community

Please include any additional information with this application

Constitution	Yes / No
<p><b>If a written constitution does not exist then please give details of the following:-</b></p> <ol style="list-style-type: none"><li data-bbox="124 197 735 230">1. Aims and Objectives of your organization</li>          <li data-bbox="124 421 464 454">2. Membership Criteria</li>          <li data-bbox="124 633 496 667">3. Officers / management</li></ol>	
<p><b><i>Equal Opportunities</i></b></p> <p><b><i>Hawthorn Parish Council operates an equal opportunities policy and as such will only give donations / grants to organizations which comply with statutory requirements and do not discriminate on the grounds of race, gender, sexuality, disability, political belief, class, health, employment status.</i></b></p>	