

Grants Award Policy

HOLLESLEY PARISH COUNCIL

Clare Cooper
CLERK, HOLLESLEY PARISH COUNCIL

1. General

- a) This council considers a grant to be any payment which is made to and is to be used by an organisation or individual for the specific purpose in promoting the well-being of some or all of the members of the local community.
- b) The contribution made by the many organisations and individuals to the well-being of the local community is recognised by this Council as important to our residents. The purpose of any grant given by this Council is to support initiatives within the local community and to help create opportunities for the residents of Hollesley that are not, as a matter of course, funded by the Council.
- c) Although the Council will give as much help as possible, the administration of and accounting for any grant will be the responsibility of the recipient.
- d) There is a limited budget each year and guidance will be given to applicants as to how much money is available in a specific financial year. It is important that as much appropriate information, which supports an application, is provided. Assistance may be sought from the Clerk on this matter.
- e) The scheme also provides start-up awards for new as well as grants for existing organisations.
- f) Grants are awarded once a year at the Parish Council Meeting in either November or December at which the Precept is set. The deadline for applications is October 31st. Grants will be paid the following April.
- g) In exceptional circumstances, Interim Grants may be offered throughout the year when the budget allows.

2. Conditions of Funding

- a) Applications will be considered from individuals as well as organisations. Applications will be considered for day-to-day running expenses and individual projects.
- b) Applications WILL NOT be considered from:
 - i. Any organisations intending to support or oppose any particular political party or to discriminate on the grounds of race or religion.
 - ii. Private organisations operated as a business to make a profit or surplus.
- c) The organisation will normally be expected to have clearly written aims and objectives and a written constitution, copies of which should be submitted as part of the application. In addition, an applicant must demonstrate that the organisation is able to properly manage and run its affairs responsibly.
- d) All applications must demonstrate clearly how a grant will be of benefit to the local community within the Parish.

- e) An organisation is required to submit audited accounts or accounts that have been independently examined by a responsible person, for the previous financial year or, in the case of a newly formed organisation, a detailed budget.
 - f) Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year.
 - g) Each application will be assessed on its own merits and will be considered along with other applications at Full Council Meeting and, to ensure as fair a distribution as possible, the Parish Council will take into account the amount and frequency of previous grants.
 - h) The Council will also take into account the extent to which the applicant has sought or secured funding from other sources or its own fund-raising activities.
 - i) The Council may make the grant awarded subject to such additional conditions and requirements, as it considers appropriate.
 - j) Any grant awarded for a project where further funding is sought, will be retained by the Parish Council until said funding is secured.
 - k) Any recipient of a grant over £200 will be asked to complete a monitoring report to show how the grant was spent. These will be sent out by the Parish Council Clerk in September of each year
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Adopted by the Parish Council at a meeting on: *16th April 2026*

Signed:

Clare Cooper
Clerk

Brian Devine
Chair