



HEMINGFORD ABBOTS PARISH COUNCIL

VOLUNTARY AND COMMUNITY SECTOR GRANTS POLICY

1. The Parish Council has statutory power given by s137 of the Local Government Act 1972 (LGA 1972) to
incur expenditure which in their opinion is in the interests of, and will bring direct benefit to, its area or any part of it or all or some of its inhabitants.
2. The total expenditure that may be incurred under this power is set in each year by law. The Parish Council will as part of its budget setting process in each November set a total sum of money to be made available for grant aid during the forthcoming financial year. The Parish Council will consider applications for grants from voluntary organisations and charitable bodies to support work that complies with the criteria stated in s137 of the LGA1972 and will give priority to voluntary organisations and charitable bodies that are locally based and be of direct benefit to the inhabitants of Hemingford Abbots.
3. Any applications for a grant to be made during a financial year should be made before the end of the preceding October. Exceptionally the Parish Council may consider applications made at other times.

CONDITIONS

4. Only applications made on the Grant Aid Policy Application form will be considered.
5. Only one application from any voluntary organisation or charitable body will normally be considered in any 12 month period.
6. The grant must be used for the purpose for which the application was made.

7. If the voluntary organisation or charitable body is unable to use the grant for the stated purpose, all monies must be returned forthwith to Hemingford Abbots Parish Council.
8. All grants must be properly accounted for and evidence of expenditure must be provided when requested. If Hemingford Abbots Parish Council is not satisfied with the evidence provided following such a request, it reserves the right to require a refund of some or all of the grant awarded.

APPLICATION PROCESS

9. Hemingford Abbots Parish Council's Grant Aid process is as follows:
 - The Grant Aid Policy Application form is available from the Parish Clerk.
 - An up to date copy of accounts must be submitted with the application form.
 - Details of how the grant will be used will be required from each applicant.
 - Applications for grants will be included on the PC agenda and considered at the next PC meeting.
 - Grants will be paid by Bank Automated Cash Transfer (BACS) one month following approval by HAPC.

GRANT AID APPLICATION FORM

This Grant Aid Application Form will be submitted to the Councillors to assist in their decision making. Any financial figures should be for the last financial year of the group. A summary statement of accounts (e.g. receipts and payments plus the bank balance) should be attached. It is preferable, but not essential, if the accounts have been audited.

Please return completed application form and attachments to the Parish Clerk by email to parishclerk@hemingford-abbots.org.uk

Name of voluntary organisation or charitable body	
Contact name	
Position within the organisation/body	
Contact address	
Contact telephone number(s)	
Contact email address	

Name of bank account to be credited								
Account number								
Sort code		-		-				

Description of voluntary organisation or charitable body and its aims.	
Description of the project or programme for which this application is being made.	
Please describe the direct benefit to the area or any part of the area or all or some of the inhabitants of Hemingford Abbots	
Amount of grant aid applied for	£
What is the total cost of this project? Please provide details of how this figure is built up. Continue on a separate sheet if	£
Have you applied for, been promised or received Grants/Donations from any other sources for this project? If so from whom?	Yes/No (Delete as necessary)
Number of members in the organisation/body	
Number of members resident in the parish of Hemingford Abbots	
Special/other considerations	

Please complete the following declaration

I declare that the information given is correct and agree to adhere to the conditions laid out in the Parish Council's Policy on voluntary and community sector grants

Name: _____ Signed _____ Date ____ / ____ / 20 ____

On behalf of _____

Position in organisation/body _____

If the signatory is under 18, the form must be countersigned by an adult organisation/body member:

Name: _____ Countersigned _____ Date ____ / ____ / 20 ____