HELLESDON PARISH COUNCIL
Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich NR6 5QB
Tel: 01603 301751 email: contact@hellesdon-pc-gov.uk www.hellesdon-pc.gov.uk

Grant Awarding Policy

General Principles

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

Subject to funding being available, Hellesdon Parish Council is committed to providing assistance and support to local community groups which are set up to promote community life for Hellesdon residents. The Council's financial support is provided by way of grants which are decided against criteria set by, and which can be amended from time to time by, Hellesdon Parish Council.

In order for this Council to be able to rationally and objectively assess applications, many of which will inevitably be totally dissimilar in content, it is both necessary and helpful to assess all applications received against a range of criteria. These are designed to be a general indication of need but are not exclusive and can be flexibly applied.

This policy is based on the principle of promoting the development of partnerships which encourage and enable local community organisations to deliver local projects to the residents of Hellesdon. In general, the following principles apply:

- Assistance will be given on the basis need, merit and contribution to the local community.
- Applicants must clearly show how any assistance given will benefit the people living in Hellesdon or will benefit the environment of Hellesdon.
- Any assistance awarded will be awarded dependant on the council's budget allocation and may be subject to constraint.
- Any assistance given will be subject to monitoring and evaluation of the outcome of the grant.
- Organisations should not make a presumption that funding will continue on a year to year basis.

The Aims of the Council's Grant Making Policy

- To enable local people to participate in voluntary groups and activities
- To help the Parish's voluntary groups to improve effectiveness

- To ensure the provision of services, needed by the Parish's residents, via the voluntary sector.
- To support organisations which meet the needs of people experiencing social and economic difficulties.
- To ensure that there is equality of access and opportunity for all Hellesdon Parish residents to the services it provides and funds.

(The Parish Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee).

General Conditions

- All projects must acknowledge Hellesdon Parish Council's financial contribution.
- There is no general revenue funding for projects – Grants will only be awarded for specific capital costs and funding will only be paid on receipt of an official invoice.
- The maximum amount of any single grant will not exceed £500.
- No funding is available to contribute to a surplus for charitable distribution or to increase an organisations reserves.
- Organisations are required to provide a report on how previous monies awarded by the Parish Council have been spent before they receive a further grant.
- The not for profit organisation must have clearly stated aims and objectives.
- Activities of the organisation and in particular the project being considered for funding must be readily available to the community of Hellesdon in general.
- No award will be made where spending has taken place prior to approval.
- At least 50% matched funding will be required for any level of grant funding.
- Costs for general routine maintenance of buildings and equipment are not eligible.
- Grants will not be awarded for organisations to pass on money.
- Grants will not be awarded to organisations who already hold surplus funds which are not being used for the general operation of the organisation or delivery of the project and are not earmarked reserves.

What are grants available for?

Hellesdon Parish Council's **Community Grants** are available all year round. Small grants are available to assist local organisations and groups who work with or for residents of Hellesdon.

Who can apply to the Hellesdon Parish Council Community Grant Scheme?

Groups who:

- Are voluntary or community groups based in Hellesdon
- Have a constitution or set of rules or equivalent
- Have a bank or building society account

- Have independently approved annual accounts
- Directly benefit the well-being of the Hellesdon people or the environment of Hellesdon

What type of projects will be considered for Community Grant Scheme?

- Youth facilities, schemes and projects
- Cultural and arts schemes
- Heritage projects
- Leisure sports and play facilities
- Community buildings
- Village halls
- Community transport
- Elderly and disabled
- Sustainable community environmental projects

Who cannot apply to the Hellesdon Parish Council Community Grant Scheme?

- Individuals
- Organisations involved in party political activities
- Companies who aim to make a profit
- Statutory bodies
- Religious groups (except where the activity requiring a grant will benefit the wider community)
- Bodies which pass on grant funding to others

How to apply to Hellesdon Parish Council for a Community Grant

Application forms are available from Hellesdon Parish Council.
Write to:
Hellesdon Parish Council
Hellesdon Community Centre
Wood View Lane
Hellesdon
NR6 5QB
Telephone: 01603 301751
Or email clerk@hellesdon-pc.gov.uk

If you need any help or assistance with your application please contact the Parish Clerk via the above address or telephone number.

What happens after I apply to Hellesdon Parish Council for a Community Grant?

The Parish Clerk will check your application form and enclosed documents to see if it is complete. If your application is not complete you will be asked for the missing information.

Incomplete forms or failure to produce additional information will result in your application

Application Form

Your organisation's contact details

Name of Organisation	
Contact Name	
Position in Organisation	
Address for Correspondence	
Telephone Number (day)	
Email Address	

Details of organisation

Brief description of your organisation's aims

_____
_____
_____

How long has it been in existence	
Is it run by a committee?	
Can anyone join the group?	
If not, what are the restrictions	
How often does the group meet?	
Where does the group meet?	
Are the meetings public?	
How many members do you have?	
What percentage of members live in Hellesdon?	

Organisation's purpose

Please give a summary of the activities of your organisation during the last year. (If you are a new organisation, give an idea of the activities you wish to undertake).

_____
_____
_____

Describe how the local community will benefit from your organisation.

_____
_____
_____
_____

Are there any individual groups or societies that are members of your organisation, if so please mention.

_____
_____
_____
_____

About the project

Please give brief details of your proposed project; what you wish to use any grant awarded for; and what amount you are requesting from the Council.

_____
_____
_____
_____
_____
_____
_____
_____

What is the total project cost?

_____

How much are you applying to Hellesdon Parish Council for (max £500)?

_____

Have you received or applied for funding from any other source for this project? Please give details.

_____
_____
_____

Financial details

Have you, or do you receive funding from other sources and if so who?

_____
_____
_____

Please supply accounts, budget and constitution or terms of reference, as per guidance notes.

_____
_____
_____
_____

If you have previously received a grant from the Hellesdon Parish Council, please give details.

_____
_____
_____
_____
_____

Please complete the following declaration

I declare that the information given is correct and agree to adhere to the conditions laid out in the Hellesdon Parish Council's Community Grants Policy.

On behalf of_____

I accept the conditions in the Hellesdon Parish Council's Grants Policy

Signed_____ Date_____

Position in organisation_____

If the person signing this form is under 18, an adult organisation member must countersign it

Signed_____ Date_____

_____

Please note completion of this form does not necessarily mean that a grant application will be successful in part or whole
Please return to clerk@hellesdon-pc.gov.uk
Or post to Hellesdon Parish Council, Diamond Jubilee Lodge, Woodview Road, Hellesdon, NR6 5QB

All information submitted to Hellesdon Parish Council on this form will be used only for the purpose of this grant application. For more information on how your data is processed, please see Hellesdon Parish Council's Policy on the General Data Protection Regulations.