



Diamond Jubilee Lodge, Wood View Road, Helleston, Norwich NR6 5QB
Tel: 01603 301751 email: contact@helleston-pc.gov.uk www.helleston-pc.gov.uk
Parish Clerk – Mark Knight

Grant Awarding Policy

General Principles

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

Subject to funding being available, Helleston Parish Council is committed to providing assistance and support to local community groups which are set up to promote community life for Helleston 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, Helleston 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.

The Parish Council's Policy on Community Grants 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 Helleston. 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 Helleston or will benefit the environment of Helleston.
- 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 to 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
Norwich
NR6 5SQB

Telephone: 01603 301751

If you need any help or assistance with your application please contact the Parish Clerk via the above address and 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 not being considered for grant allocation.

Applications for grants will be considered by Councillors of Hellesdon Parish Council for evaluation and a decision made to offer or refuse a grant.

Grants will be assessed using the following criteria:

- A completed application form
- If you have received a grant before
- How your group is set up and managed
- Your finances and the financial need for funding
- What need/demand there is for your project
- Support and involvement for the wider community
- Efforts to secure other sources of funding
- If your project provides value for money for the resident of Hellesdon

What information will I have to provide?

- Your aims and objectives
- Your organisations constitution or set of rules and your annual report if applicable
- The most recent copy of your approved accounts
- Copies of any permissions required for third party use (e.g. licences or land rent)
- A copy of your current public liability cover
- An explanation of any reserves you hold and if these are earmarked for specific expenditure
- Demonstrate that you are actively applying for additional funding or support in kind for your organisation from external sources other than the Parish Council
- Thorough and accurate project costings

What happens if I get a grant?

- Grants must be used for the purpose applied for. Projects receiving assistance will be expected to be realistic and achievable and must be completed either within a year or over a period of three years with reduced funding. A report will be provided to the Parish Council to update us on how your project has achieved its

aims. Any amount not used must be repaid in full. Recognition must be given to Hellesdon Parish Council for any contribution given.

- Failure to comply with any conditions attached to a grant may result in the grant being repaid or affect future grant assistance.
- If you have been successful you will receive a grant offer letter specifying the terms and conditions which you must sign and return to us within 3 weeks.
Grants will not be paid until we have received a signed grant offer letter and will only be paid on receipt of copies of official invoices. Following compliance with the above a cheque will be issued to you.

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