



## Grant Awarding Policy

The Council is an active supporter of the community it serves, and sets a budget each financial year to enable it to make small grants to assist local groups and organisations

Highley Parish Council awards grants to local organisations to assist them to achieve their aims and objectives. The Council has a policy of only assisting truly local community groups, and this is interpreted to mean those organisations based in the Highley Parish Council area or national bodies providing support to the residents of the Parish of Highley.

### **1. Who/What will we fund?**

1. a. Applications must be from a properly formed group, club, committee or charity, which must show that the group has charitable/community aims and benefits the residents of Highley.

b. These organisations should have:

i: A constitution/set of rules,

ii: A bank account,

iii: Public Liability Insurance, where necessary during their normal activities,

iv: Quotations for works:

£500 – decisions on merit (quotes not necessary)

£500 - £2,500 – 1 x quote to evidence how the applicant came to the amount applied for,

c. Community Grants will fund either new projects or continued services.

d. Community Grants should be used as match funding. Those applicants that demonstrate a strong contribution relative to the amount being requested, will be considered more favourably.

### **2. Who/What will we not fund?**

a. Any group whose aims the Parish Council considers to be working within a business or profit-making remit cannot apply,

- b. Grants may not be made to individuals or personal accounts,
- c. Projects that have already been completed or items already purchased'

### **3. How an application is considered?**

- a. All applications will be considered on their individual merits.
- b. The Revenue and Resources Committee can also consider applications on the following basis:
  - i: How well the grant will meet the needs of the community,
  - ii: How effectively the group or organisation will use the grant,
  - iii: Whether the costs are appropriate and realistic,
  - iv: The level of contributions raised locally,
  - v: Whether the applicant could reasonably have been expected to obtain sufficient funding from a more appropriate source,
  - vi: How the group is managed,
  - vii: How the grant positively benefits residents residing within the Parish of Highley.
- c. Grants to successful applicants will be paid by direct bank transfer.
- d. Applicants must fulfil at least two of the Parish Council's General Aims & Objectives:
  - i: Supporting and contributing to the economic and social life of the Village and regeneration of the local community,
  - ii: Encouraging and promoting the economic and commercial vitality of the village,
  - iii: Preserving the unique identity of Highley and promoting its heritage,
  - iv: Creating a socially inclusive and caring community,
  - v: Protecting and improving the environment of the village and promoting sustainable development.
- e. The application will be placed on the agenda of the Highley Parish Council meeting. No personal data will be published publicly but the application can be viewed by request of the Clerk/RFO.

- f. The Parish Council must be satisfied that the funding is of benefit to the residents of the Parish of Highley.
- g. The final decision on assessment of applications and the level of any award offered lies with Highley Parish Council.
- h. Recognition of the grant from Highley Parish Council must be made in any publicity and acknowledged on any letterheads and promotional documents.
- i. The Council will also publish any successful applications via social media and within the accounts/audit for full transparency to the electorate.

#### **4. How to apply?**

- a. Applications for funding must be made on the Community Grants Application Form available on the website at [www.highleyparish.gov.uk](http://www.highleyparish.gov.uk)
- b. Further applications in the same financial year will be refused.
- c. Copies of supporting documents must be forwarded with the application.
- d. A copy of either audited account/budget for the relevant financial year must be forwarded with the application.
- e. Additional supporting information e.g. Leaflets, literature, annual reports etc. which would evidence previous work undertaken are also welcomed.