

# Holme Valley Parish Council



## **CRITERIA AND GUIDELINES FOR COMMUNITY GRANT APPLICATIONS FROM THE FINANCE & MANAGEMENT BUDGET:**

Holme Valley Parish Council operates a community grant scheme, with criteria, terms and conditions as detailed below. The aim is to ensure that public funds are used in ways that benefit groups of residents and protect the interests of residents into the future. The Council therefore encourages applications from local community-based 'not-for-profit' or charitable organisations, e.g. voluntary groups, societies, clubs (including new start-ups), sports clubs, youth clubs and playgroups to purchase equipment, or to schools for educational trips or special events (i.e. for activities not on the normal curriculum).

However, the Council sometimes has ad hoc grants available for significant events or celebrations, e.g. the Grand Depart Tour de France (2014) or to celebrate Royal events. Separate grant criteria and forms may be made available, as appropriate, on the Council's website or by contacting the Clerk.

### **1. General criteria – these apply to all Community Grant Applications:**

- 1.1 Each application to be considered on its merit; the amount of grant will be at the discretion of the Parish Council, but should be limited to **£1,000**.
- 1.2 The purpose for which the grant is made must be in the interest of the Holme Valley or any part of it or all or some of the inhabitants of the Holme Valley. The Holme Valley is defined by the boundaries of the Parish Council. The benefit to the area or inhabitants must be commensurate with the expenditure.  
  
Groups within the Parish Council's area may apply; those outside the Parish who can demonstrate direct benefit will be eligible to apply for consideration by the Council.
- 1.3 Organisations and groups will be expected to contribute some of their own funds to the project although a set percentage has not been agreed.
- 1.4 The Parish Council will endeavour to treat similar projects equitably.
- 1.5 The Committee will take into account any previous grant made to an organisation or group when considering a new application.
- 1.6 Any organisation or group with permanent bar facilities in operation may be excluded, at the discretion of the Parish Council.
- 1.7 No grant will be awarded to or for any commercial venture for private gain.
- 1.8 Grants will not be made retrospectively.
- 1.9 The Parish Council cannot give financial assistance to individuals under this scheme.
- 1.10 The Parish Council regrets that, by law, it is not able to make grants to individuals (Section 137 of the Local Government Act 1972).

### **2. Applications for support for a Commemorative Event or Festival:**

- 2.1 The application must relate to a community event, a festival or special event in commemoration and be held within the Holme Valley.
- 2.2 Preferably, the application should be for support for specific identifiable elements of the event or festival, rather than towards general running costs.

2.3 Where an application is successful, for a festival or event to be held in Holmfirth town centre, the festival organisers are asked to publicise that the Parish Council now owns and manages the public conveniences at Towngate, Holmfirth, the facilities of which may be of benefit to the festival/event attendees. Monetary donations are therefore welcome.

### **3. Applications for support for Capital Expenditure or Project:**

3.1 The application must relate to some specific item of capital expenditure or project and not to any regular item or maintenance or other revenue item, such as utility or staffing costs.

### **4. Applications for support for educational trips, e.g. schools:**

4.1 An applicant must assure the Parish Council that where a grant is to be awarded to a school, all the pupils/students benefiting should reside in the Holme Valley and must not live outside the area.

4.2 An applicant must not use the grant for trips outside the Holme Valley unless the trip is of an educational nature or direct benefit to the pupils can be demonstrated.

### **5. Conditions**

5.1 All grants will be conditional upon submission of Audited Accounts, and supporting documentation detailing costs of capital expenditure, project or events for which funding is being sought.

5.2 (a) Recipients of grants from the Parish Council may be required to attend a meeting of the Parish Council to inform Members how the grant has been expended.

(b) All grant recipients are required to provide the Parish Council with a brief report (between 100 and 300 words maximum), including photographs, of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved; such report may be published in the Parish Council's newsletter and on the Parish Council's website; this must be submitted **within two months** of purchase of the capital equipment, or completion of the project or event for which the funding was awarded.

(c) Acceptance of a grant will be taken as permission for the Parish Council to publish such articles in its newsletter but the organisation or group is responsible for ensuring that all necessary permissions are obtained for publication of photographs.

5.3 If the grant is put to purposes other than those for which it was awarded without the prior approval of the Parish Council, the recipient organisation or group will be required to repay the grant to the Parish Council.

5.4 The organisation or group should supply such information as the Parish Council may request regarding the impact of the project on the Parish Council's area.

5.5 Recognition of the grant from Holme Valley Parish Council must be made in any publicity.

### **6. What happens when my application is received by the Parish Council?**

6.1 All grant applications will be acknowledged by the Clerk; applicants will be informed of the date when the application will be considered, and a grant application number will be applied. This should be quoted in all future correspondence relating to that application. Applicants are

encouraged to attend the meeting when their application will be considered, to support their application.

- 6.2 The application (only) will be distributed to all Members of the Finance & Management Committee (by email or post, as appropriate) with the Meeting Agenda.
- 6.3 Before the meeting, the Chairman of the Finance & Management Committee and the Clerk/Responsible Financial Officer will assess the application, to check all supporting documentation and to ensure that the application meets the Council's criteria. An appropriate recommendation will then be made to the Committee at its meeting.

## **7. How will the application be assessed?**

The Chairman of the Finance & Management Committee and the Clerk/Responsible Financial Officer will look at the following:

- How well the grant will meet the needs of the community, providing positive benefit to the inhabitants.
- How effectively the group will use the grant.
- Whether the costs are appropriate and realistic.
- What level of contributions has been, or will be, raised locally.
- Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate, source.
- How the organisation or group is managed - as indicated in the Constitution.

## **8. What happens next, if your application is successful?**

- 8.1 The Clerk will write to you to confirm the grant has been approved, to confirm the amount of money agreed and any specific conditions which may have been applied.
- 8.2 When you accept an offer of a grant you agree to the Council's terms and conditions.
- 8.3 The Council pays grants by cheque, made payable to your organisation (in accordance with the Council's Financial Regulations); it will not issue the grant in the name of an individual.
- 8.4 If, as part of any conditions, you are required to submit copies of paid invoices, these should be made out in your organisation's name and dated after the date the grant was approved – the Council does not fund retrospective projects.
- 8.5 It is important that the conditions as detailed in section 4 (above) are adequately complied with, with a report and photographs supplied **within two months** of the purchase of the capital equipment or completion of the project/event.