



## Criteria & Guidelines for Grant Applications

Holme Valley Parish Council operates a number of community grant schemes, overseen primarily by the Finance & Management and Service Provision Committees. These have budgets set every year and consider applications at their Committee meetings each autumn and spring.

**We have three different community funding streams each year as follows:**

### Community Assets Grants up to £5,000

- Financial support for **buildings** (or outdoor locations) in community ownership run for public benefit (as defined by the charity Commission) for the residents of the Holme Valley.
- Grants up to £5,000 awarded by the Finance and Management Committee

### Community Services

- Financial support for **services** to be provided within the Holme Valley such as community transport provision, youth facilities, CCTV, defibrillators, Christmas provision.
- Grants up to £5,000 awarded by the Service Provision Committee.

### Community Events and Projects

- Financial support for **events and projects** held within the Holme Valley such as festivals and shows, educational visits and local one-off projects.
- Grants up to £1,000 awarded by the Finance and Management Committee

The Parish Council may also run smaller, ad hoc grants schemes, for example, to support the celebrations of national events like jubilees or commemorations.

The aim of all the Council's grant schemes 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. The council cannot give grants to churches.

### 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.
- 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.
- 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 Grants will not be made retrospectively.
- 1.7 The Parish Council regrets that, by law, it is not able to make grants to churches.
- 1.8 Holme Valley Parish Council has declared a Climate Change Emergency and has made a commitment to reducing carbon use and promoting a sustainable environment. Therefore preference will be given to applications committed to these goals such as (but not limited to) recycling materials, reducing energy use and costs, using recycled paper, the incorporation of improved insulation for buildings and the promotion of a sustainable environment and carbon reduction.

## **2. Applications for support for a Community Service or Activity**

- 2.1 Preferably, the application should be for support for specific identifiable elements of the service or activity, i.e. something tangible, rather than towards general running costs.

## **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 Event and Festivals**

- 4.1 The application must relate to a community event, a festival or special event in commemoration and be held within the Holme Valley
- 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 children can be demonstrated.

## **5. Conditions**

- 5.1 All grants will be conditional upon
  - a) submission of Audited Accounts for the previous year
  - b) the bank statements for the previous 6 months
  - c) evidence that the group has a bank account with two signatories
  - d) a Business Plan for any grants over £5,000 or for grants over £2,000 a forward plan of activities and finance for the next year.
  - e) Quotations for capital works.
- 5.2 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.
- 5.3 All grant recipients are required to provide the Parish Council with a brief report (about 200 words), including photographs, of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved; 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.

- 5.4 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.
- 5.5 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 the Committee it is being considered by. 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 appropriate Committee (by email or post, as appropriate) with the Meeting Agenda.
- 6.3 Before the meeting, the Chairman of the relevant 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 relevant 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.
- Whether the aim fits with the goals of the Climate Emergency Committee

## **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 or by BACS, 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. You will be asked to send a reply slip to confirm receipt of the grant.