



Holybrook Parish Council

Policy for Application of Grant funding

Each year Holybrook Parish Council makes budget allocation which is available to be awarded in grants to organisations for projects or relatable operational costs that will be of benefit to the residents of our Parish.

The publication of this policy document is to demonstrate a fair and transparent process for grant awards. This Policy is drafted and agreed by the Council members and reviewed according to the cover page.

To qualify for a grant, an organisation must first complete a grant application form and submit it to the Parish Clerk. The applicant must be able to demonstrate that any funding provided by the Parish Council will be of benefit to the Parish or its inhabitants.

The Parish Council will not normally make grants to organisations outside of the Parish unless it can be demonstrated that there are direct benefits to the Parish. These should not be regarded as direct financial benefits.

Applications should be for exceptional grant funding which will not result in recurring expenditure to the Parish Council. Although the Parish may consider applications where there is history of successful awards in previous years.

Other factors that the Parish Council will take into account when considering a grant application include;

- Whether the Parish Council has the power to make this grant.
- Whether the applicant has demonstrated some degree of independent fundraising on a “self-help” basis.
- Indication of the volume of Parishioners that will benefit.
- Whether the applicant has applied to other bodies for funding for the same project / operational costs.

The Parish Council may consider small grant applications at Finance Committee meetings initially, however, large grants (see procedure for full details) will always be considered by the Finance Committee initially. Ratification will be required during Full Parish Council Meetings.

A calendar of meetings can be found on our website at <http://www.holybrookparishcouncil.co.uk> or by contacting the Clerk on 0118 945 4339.

Grants can only be awarded by resolution of the Full Council and are dependent on the availability of funds and the suitability of the application. Grants will not be made retrospectively and cannot be made to individuals except in extraordinary circumstances.

PROCEDURE

1. Grant requests under £500 can be made at any point during the financial year. However, grants over the £500 threshold are considered 'large grants' and will only be accepted prior to the Autumn and Spring scheduled meetings of the Finance Committee (dates as published following the Council Annual Meeting each May). All grant applications must be supported by a completed Holybrook Parish Council Grant Application Form (Appendix 1.).

2. Completed application forms and any supporting documentation should be posted to:

Parish Clerk, the Parish Office, Beansheaf Community Centre, Charrington Road, Calcot, Reading RG31 7AW. Or by email to holybrookcouncil@btconnect.com

3. The Parish Council would welcome a representative at the relevant meeting to answer any questions which may arise whilst the grant is being considered.

4. If successful, the grant is made in a single payment.

5. After the grant has been awarded, the Parish Council requires feedback in the form of a statement of how the money was used. An invitation may also be extended to attend the Annual Assembly of the Council. Large grants awarded should be acknowledged in your annual published accounts with a copy provided to the Council.

6. Details of which organisations have received a grant during the year are included in the Finance report given at the Annual Parish Assembly each year and will also be documented on the Parish Council website.

If you require any further information, please contact the Clerk on 0118 945 4339. These guidelines and the Grant Application Form can also be downloaded from the Parish Council website www.holybrookparishcouncil.co.uk