

## Hermitage Parish Council – Grants Awards Policy

### Introduction

Hermitage Parish Council is committed to supporting and strengthening the many community groups that make a positive difference to the residents in the parish. Please read the following guidance before completing an application form.

**Criteria** - Any organisation may apply for a grant, provided that:

1. It is non-commercial and operates with no undue restrictions or limitations on membership within the remit of the group.
2. The organisation has clearly defined aims, objectives and operational procedures.
3. The organisation must be undertaking a project or providing a service which can be demonstrated to be of real benefit to the people of Hermitage.
4. The organisation can demonstrate evidence of its need for financial support. Payment will not be made where the organisation could reasonably meet costs from their own or other available funds. Organisations will need to submit copies of their most recent accounts to provide proof of their current financial situation.
5. The organisation is based within the geographical boundaries of Hermitage Parish or immediately adjoining, although consideration may be given to groups beyond the boundary if they serve residents of the village.
6. The organisation has a bank/building society account in its name with evidence of financial control.
7. The organisation makes only one application per financial year (April to March).

### Conditions

1. The grant can only be spent in accordance with the purpose for which it is given. HPC may require evidence/evaluation of this and that any conditions imposed on the grant were satisfied.
2. HPC reserves the right to recover the grant, and/or moveable equipment purchased with grant money, if the organisation ceases to operate or if the grant is not used for the purposes specified in the application.
3. HPC may require applicants to attend a meeting to explain their application or provide further information.
4. Every organisation receiving a grant must acknowledge this publicly eg by including in a regular newsletter, by erecting a permanent sign, using the words: This project was made possible by a grant from Hermitage Parish Council, or similar.

It is important residents know that the council is spending its money for the benefit of Hermitage people. Please inform the Parish Clerk when and how this has been done.

## **Process Guidelines**

1. HPC may award the whole or a proportion of the amount requested, or support may be given to specific items within an application.
2. The award of a grant in any previous year is no guarantee that an organisation will be successful with any current proposal.
3. HPC will use the criteria listed above in its consideration of grant applications but reserves the right to take special or unique circumstances into account.
4. The total number of grants awarded may vary from year to year and HPC is under no obligation to make any awards at all.
5. The Council encourages applicants to consider other grant application opportunities available to them.
6. The Council's decision (in considering, awarding or rejecting an application for a grant) is final.
7. Grants may be paid in two instalments.

All applications for grants must be received by the Clerk by Friday 6<sup>th</sup> January 2023. Late applications cannot be considered