

HELPSTON PARISH COUNCIL

GRANTS POLICY

Introduction

The purpose of this policy is to outline the terms upon which grants are made on behalf of Helpston Parish Council; and the criteria upon which decisions will be based.

Before making your application, please note the following guidelines provided for your information. These guidelines are not exhaustive, and Helpston Parish Council reserve the right to amend any qualifying or non-qualifying criteria at their discretion

What sort of activities will not be supported?

Those which are within the scope of local or national government or government-supported agencies, such as schools or the Police, or their partners:

- Any political or religious activity
- Any commercial activity
- Organisations or activities which are based, or carried on, outside the parish of Helpston
- Organisations or activities which are primarily for the benefit of animals or plants

What sort of activities will be considered?

Those which can demonstrate that they advance and support improvements in the following aspects of the lives of residents of Helpston:

- Health and fitness
- Social inclusion and 'good neighbourliness'
- Environmental improvements (e.g. increasing biodiversity, reducing public 'eyesores')

You will not be disqualified if you do not have a constitution and an elected committee, but if you don't you may have to put more effort into showing how you propose to use the money and provide more information on where your money comes from and what you spend it on. You may also be asked to explain why you do not have a constitution and an elected committee.

Rules for Application

Any person or organisation wishing to apply for a grant should be aware of the following rules which may change from time to time, without notice, at the discretion of the Helpston Parish Council.

- Helpston Parish Council reserve the right to approve no grant requests. In the event of this happening, any remaining funds may be carried forward, at the discretion of Helpston Parish Council, to the next grant period.
- Any grants will be made at the discretion of Helpston Parish Council.
- The decision made by Helpston Parish Council as to whether to offer a grant and the amount of said grant is final.
- Helpston Parish Council invite requests for grants twice each year. Applications for grants will be discussed at the monthly Parish Council Meeting held, typically, in June and December, although this may vary at the sole discretion of Helpston Parish Council.
- Helpston Parish Council reserve the right to defer any decisions and, where necessary, may request additional information from applicant(s) prior to making a final decision.
- Where a grant is made, the recipient may not request a further grant for a minimum of 12 months (ie if a grant is made as part of the June review, recipient must wait until the following June before applying for a further grant).
- All outcomes will be notified to applicants in writing.

Process for application

Any person or organisation may request a grant from Helpston Parish Council by following the process outlined below. Where this process is not followed, Helpston Parish Council reserve the right to refuse the application on that basis.

1. Request Grant Application Form from Helpston Parish Council Clerk, Syd Smith, by either
 - a. E-mail:
 - b. Letter (address)
 - c. Telephone:
2. Complete the Grant Application Form
3. Produce a covering letter outlining any further information pertinent to the request.
4. **Submit the letter and completed application form as HARD COPY to Tony Henthorn, 35 Maxey Road, Helpston, Peterborough, PE6 7DP.**

GRANT APPLICATION FORM – HELPSTON PARISH COUNCIL

All sections within this form must be completed by the applicant(s).

Name of Applicant(s):
Request made on behalf of (name of organisation):
Address for correspondence:
Contact Telephone:
Contact e-mail address:

Please provide a short summary of what this grant would be used for:

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Please complete all questions below, by ticking the box next to the appropriate response:

	Question	A	B	C
1	Is the group/organisation for which this request is made based in Helpston?	☐ No		☐ Yes
2	What percentage of group members or beneficiaries of this donation currently reside in Helpston?	☐ Less than 50%	☐ 50 – 75%	☐ +75%
3	To what extent will the group/organisation/event be impacted if funds are not raised for this specific request?	☐ The group/event/organisation will continue	☐ The group/event organisation may cease to exist	☐ The group/event/organisation will cease to exist
4	*To what extent does the group/organisation undertake fund-raising events	☐ Never	☐ 1-4 times per year	☐ 5+ times per year
5	*To what extent is the group/organisation funded by other sources (eg Government Grants, Central Charity Funds/Donations etc)	☐ Regularly (ie at least annually)	☐ Occasionally	☐ Not at all

**Please provide more details in your covering letter*

Declaration:

I confirm that I have read and accept the conditions under which this application for grant is made, and the terms under which any grant will be given.

I further confirm that all of the information provided within this form and within the associated covering letter is, to the best of my knowledge and believe, true and accurate at the time of this submission.

Signed:

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Date:

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