

HARVINGTON PARISH COUNCIL
GRANTS APPLICATION POLICY -
REVISED JUNE 2023.
REVIEWED JUNE 2025.

Harvington Parish Council will consider grant applications at their Parish Council meetings

All grants are discretionary and it is up to the Parish Council as to whether or not the grant budget allocation is used.

A member of the organisation applying for the grant should be present at the meeting when the application is to be discussed in case further information is required.

Policy.

- Grants are only available to Groups or Organisations that operate within the Parish.
- The number of people benefiting from the grant will be taken into account.
- Projects which are being partly self-funded by the organisation applying for a grant will be looked upon more favorably. Grants will only be made to 'not for profit' organisations.
- Grants requesting sums of over £250 must provide material quotations with the application.
- The application form must be signed by an Officer of the organisation submitting the grant form.
- No retrospective grant applications will be considered.
- Each application will be considered by the Finance & General Purposes Working Group prior to being heard at the Council meeting where a decision will be made.

Supporting documentation required (if in place).

- Constitution
- List of managing committee members and their roles.
- Last year's verified accounts, signed off by the Chairman or Treasurer and current year's budget.
- List of material funders in the last 12 months and value of their funding.
- Description of the project.
- Timetable for completion of project.
- If the project is to take place over an extended period the timetable should include milestones for which the completion of the project can be assessed.
- If the grant is not to support a project what measurable outcomes will result from the receipt of grant money?

Conditions for approved grants.

- The money is only used for the purposes stated in the application.
- Provided evidence/report to the Council within six months of receiving the grant to show that the grant has been applied in accordance with the application.
- Carry out the project/expenditure within six months of receiving the grant or on a timescale agreed.
- If any of the above are not adhered to the grant may be repayable in full.