

Grants Policy

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Reviewed:

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Introduction

The Parish Council offers support to not-for-profit groups working within Histon & Impington in two ways:

- Donations (see separate policy and application process) which are small (less than £1,000), one-off amounts;
- and Grants (this policy and application process)

A grant is any payment made by the Parish Council to an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Parish Council. Grants are intended to support the work of groups making a real difference for residents where the need is for financial support. It is expected that without the Council's support the work would not be viable.

Policy

The Parish Council awards grants, at its absolute discretion, to not-for-profit, charitable or volunteer organisations or worthy causes which need financial support to achieve an objective which will benefit the Parish by:

- Providing a service;
- Enhancing the quality of life and wellbeing of local residents;
- Or improving the environment.

The Parish Council will NOT award grants to:

- Private individuals
- Commercial organisations
- "Upward funders" / "Uploaders" i.e. local groups where fund raising is sent to a central HQ for redistribution
- Political parties
- Religious organisations unless for a purpose which does not discriminate on grounds of belief
- Any organisation or activity likely to bring the parish council into disrepute
- Any organisation which has policies which the Parish Council deems to be unacceptable.

This list is not exclusive and may be added to at the Council's discretion.

Grants will not be made retrospectively or be made once work on a project has already commenced.

Grant Application Procedure

It is expected that applicants will have been in contact with the Council prior to any application for guidance, and the service should be visible in the community and/or the applicant should have a demonstrable track record of developing community projects. Applications should be received by November preceding the year in which the grant is required. These will be considered at the December Finance, Governance and Legal Committee meeting as part of the budget setting process and agreed at the January Full Council meeting and the group notified of the outcome at this point. The funds will be transferred to the group by the end of April.

Applicants can also be encouraged to contact the Clerk for an informal discussion well in advance of the application deadline so that they can advise on process and any advance discussions that would be useful.

The Parish Clerk will receive all applications in the first instance and then collate all the necessary information from the applicant, ready for presentation and discussion at the appropriate Council meeting. Applicants must complete an application form, available from the Parish Office or the website, and provide additional information as outlined below:

- Copy of constitution or details of their aims and purpose.
- Full details of the project or activity, including aims and objectives of the project
- Explain how this funding will benefit the local community within the Parishes.
- The expected proportion or number of beneficiaries living in the electoral area.
- Demonstration of a clear need for the funding
- Copy of the previous year's accounts (if available)
- A 3-year financial budget, including a business plan for the project, if possible
- Copy of Insurance, Professional indemnity &/or public liability policies
- Copies of compliance with relevant legal responsibilities such as health and safety, and protection of vulnerable individuals.

Assessment Procedure

The Council will assess applications on the following basis:

- How well it will meet the needs of the community;
- How effectively the organisation will use the grant;
- Whether the costs are appropriate and realistic;
- The level of contribution raised locally;
- Whether the organisation could reasonably have been expected to obtain sufficient funding from a more appropriate source;
- And how the organisation is managed.

Projects will also be assessed to in order to assess how the project benefits residents, businesses, and visitors to the Parishes and its likely success in delivering those benefits.

Only one application for a grant will be considered from an organisation in any one financial year, although exceptions can be made. Grants are not limited in size and may be repeated in subsequent years, for a maximum of two years. Fresh applications may be made each year, or a multiyear (maximum 3 years) application will be considered.

Conditions of Funding

- A grant award must only be used for the purpose stated on the application unless the written approval of the Council has been obtained for a change in use of the grant monies prior to the work being commenced.
- Recognition of the grant should be made in all publicity, notices or other information.
- Any requests by the Parish Council for information from the organisation for its own purposes should be complied with and responded to within the timescales given.
- Recipients will be responsible for administration and accounting for any grant. All awards must be properly accounted for, and evidence of expenditure should be supplied to the Parish Council if requested.
- The organisation being awarded the grant is required to submit a report detailing how the grant was used and the impact it has made or a progress report in the spring of the

following year, in order to show the community how the money was spent. For three-year awards, an annual report should be submitted.

- All applicants will be contacted in writing following the Council's decision.

Nothing contained herein shall prevent the Parish Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Localism Act 2011 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 or the Local Government Act 1972 Section 137.

APPLICATION FORM

Histon & Impington Parish Council

Grants Application Form

(Sections with a * must be completed)

<p>Full title of Organisation /Group*</p>	
<p>Name and Address of Main Contact*</p> <p style="text-align: right;">Telephone no.: E-mail address:</p>	
<p>Additional contacts e.g. Treasurer if required (if different from above)*</p>	
<p>Describe the Aims and Purpose of your Organisation/Group or provide a copy of your constitution*</p>	
<p>Full details of the project or activity, including aims and objectives of the project*</p>	
<p>Total Cost of project *</p>	
<p>What is the timescale of the project?*</p>	
<p>How will this funding benefit the local community within the Parishes?*</p> <p>(Continue on additional sheets if needed)</p>	
<p>How will the project measure success? E.g. number of people taking part in project, positive feedback from those involved</p>	
<p>How many Histon & Impington Residents will your project support?*</p>	
<p>Will this project run over more than one year? If so, please provide a 3-year plan for the project.*</p>	

<p>Please provide a copy of your last annual accounts.*</p> <p>Please also provide your current annual income, any other sources of income, and the sum of any cash and deposit funds currently available to your Organisation/Group*</p>	
<p>Does the project contribute to the Parish Council's Climate Emergency priorities?</p>	
<p>Please provide copies of Insurance, Professional indemnity &/or public liability policies and copies of any documentation to prove compliance with relevant legal responsibilities such as health and safety, and protection of vulnerable individuals*</p>	
<p>I hereby apply for a grant for assistance towards the running costs of the above organisation and I confirm that the information given above is, to the best of my knowledge and belief, correct.</p> <p>Signed.....Date.....</p> <p>Position in Organisation/Group.....</p> <p>Check: All* boxes completed Accounts Attached Purpose for grant explained</p> <p>Completed form and copy of annual accounts should be sent to: The Parish Clerk, Histon & Impington Parish Council, The Parish Office, Histon & Impington Recreation Ground, New Road, Impington, Cambridge, CB24 9LU e-mail: clerk@hisimp-pc.gov.uk</p>	