



Horningsham Parish Council

Grant Awarding Policy

Introduction to Policy

A grant is any payment made by the Council to be used for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to Parish organisations or individuals who are working for the benefit of the residents, who demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish of Horningsham in a positive way

Grant Application Process

1. The Clerk to the council will receive all applications in the first instance. A designated Councillor will then collate all the necessary information from the applicant ready for presentation and discussion at the appropriate Council meeting.
2. Applicants will be required to complete an application form. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.
3. Organisations: in addition to the application form organisations will be required to provide the following supporting information:
 - a. a copy of their written constitution or details of their aims and purpose,
 - b. full details of the project or activity,
 - c. demonstration that the grant will be of benefit to the local community within the Parish,

- d. the proportion or number of beneficiaries living in the electoral area,
 - e. demonstration of a clear need for the funding,
 - f. a copy of the previous year's accounts or, if the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed, or for new initiatives, a detailed budget and business plan.
4. Individuals: in addition to the application form, individuals will be required to provide the following supporting information:
- a. details of their aims and purpose,
 - b. full details of the project or activity,
 - c. demonstration that the grant will be of benefit to the local community within the Parish,
 - d. the proportion or number of beneficiaries living in the electoral area,
 - e. demonstration of a clear need for the funding,
 - f. a copy of the previous year's accounts or proof of income and expenditure; for new initiatives, a detailed budget and business plan.
5. The Council will expect to receive in writing to the Clerk any expression of interest for a possible grant application exceeding £100 before the start of the end of the financial year. Submission of applications is required by 30 November of the financial year prior to the funds being required.
6. The Council will make the decision on which grants to award. All applicants will be contacted following the Council's decision.
7. The Council has a limited budget each year and guidance can be given to applicants as to how much money is likely to be available in a specific financial year.
8. Maximum amount for any grant considered will be £500.

Conditions of Funding

- 1. Grants will not be made retrospectively.
- 2. Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.

3. The Council will not usually accept an application for funds if there is a duplicate application for the same project from any other source.
4. An organisation should have a bank account in its own name with two authorised representatives.
5. An individual must prove that they are a resident of the village.
6. The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for, and evidence of expenditure should be supplied to the Council as requested.
7. Only one application for a grant will be considered from each organisation in any one financial year.
8. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
9. Each application will be assessed on its own merits.
10. The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate.
11. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.
12. Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.
13. The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
14. Nothing contained herein shall prevent the 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 Local Government Act 1972, Section 137.

Procedure

1. Grant requests must be on a completed Horningsham Parish Council Grant Application Form.
2. All requests must include the necessary supporting documentation listed on the application form.
3. Completed application forms and documentation should be emailed to the Parish Clerk emailed to clerk@horningshamparishcouncil.gov.uk

4. Applications will be considered at a Full Parish Council Meeting and will only be awarded by resolution of the Full Council. Applicants may be required to attend the meeting to answer any questions councillors may have.
5. Grant awards are subject to the availability of sufficient funds.
6. Grant awards will be made in a single payment or released in stages upon authorised request as work proceeds depending on the nature and size of the project.
7. The Council requires all recipients of grants to provide a written report of how the grant money has been used. It should take the form of a report or set of accounts delivered at the Annual Parish Meeting.
8. This policy and procedure can be viewed on the Parish Council website www.horningshamparishcouncil.gov.uk Should you require any further information please contact the Clerk on 07349 984069 or email clerk@horningshamparishcouncil.gov.uk

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