# Horndean Parish Council 2023/24 Grant Policy

This policy should be read before completing the **Horndean Parish Council Grant Application Form**

## Objective of the Grant Policy

The Parish Council wishes to support activities and causes which support the delivery of the Key Priorities in the 2023/24 Parish Plan, to the benefit of the parish of Horndean. A grant is any payment made by the Parish Council for the specific purpose (the Project) for which it is claimed.

## Eligible Entities

Any grant made by the Parish Council must directly benefit some or all of the residents of the parish of Horndean.

The following criteria must be met for an entity to be considered for a grant:

* The entity must be a charity, faith organisation, voluntary or community entity.
* It must be able to demonstrate that any funding from the Parish Council will directly benefit some or all of the residents of Horndean.

## 2023/2024 Eligible Bids

* Bids that demonstrably support Key Priorities 1 and 2 of the Horndean Parish Plan 2023/24 which are as follows:

**KP1**. To continue the provision and enhancement of recreation facilities, other amenities, and our natural environment, to support and enhance the health, welfare and wellbeing of residents and visitors to Horndean.

**KP2.** To maintain and improve the environment within Horndean including the reduction of vehicle pollution, speeding and anti-social behaviour such as vandalism, littering and graffiti.

* Bids that otherwise support significant numbers of Horndean residents’ health, welfare, and wellbeing.
* Bids that provide services/facilities readily accessible/available to Horndean residents.
* Bids that are supported by an achievable delivery timescale and a sound financial proposal including:
* A breakdown of the total cost of the Project to show where the funds will come from, including any other sources of grant/funding sought and obtained and how much, if any, will come from own resources.
* A statement of the entity’s current financial health.
* A statement of the reason for the Project and the potential scale of who will benefit from the Project.
* A statement of the impact on service if the grant is not given.
* A plan to replace (or to justify the need for), grant funding for these goods or services in future years.

## 2023/2024 Excluded Bids

* Individuals, businesses, or political parties are not eligible for grant funding.
* Bids for the general overheads of running the entity including the payment of staff salaries.
* Bids that do not have a sound delivery timescale or financial proposal (see above)

### **Conditions**

* One application only within the financial year ending 30 April will normally be considered.
* The Parish Council reserves the right to reclaim any grant not being used for the purpose specified on the Application Form.
* Proper evidence of actual or estimated expenditure must be supplied to the Parish Council with the Application Form.
* Grants cannot be awarded after the relevant Project has been completed.
* An acknowledgement on receipt of the grant monies is required.

## Application Process

* Applications must be made by completing the Application Form and enclosing a copy of the latest set of independently approved or examined accounts.
* Applications for grants will be considered throughout the relevant financial year and considered at the next available meeting of the Full Council.

**Publicity**

* The Parish Council will ask for recognition from each successful entity in the form of acknowledging the Parish Council’s support in the entity’s newsletter, website or in any press release.
* The Parish Council will recognise successful entities in its own reports to parishioners.