

Hartwell Parish Council Community Grant Application

Financial Year 2022 - 2023

GUIDANCE NOTES & TERMS AND CONDITIONS

Please read these guidance notes carefully before completing your application form. If you have any questions please contact the Parish Clerk: Lynn Lavender

Email clerk@hartwellparishcouncil.gov.uk

Website www.hartwellparishcouncil.gov.uk

Background

Hartwell Parish Council has statutory powers to make funds available to local organisations for the overall benefit of Hartwell and its residents. This document outlines Hartwell Parish Council's guidelines for grant making. It also formalises the application process to ensure access, openness and fairness to the many groups and organisations we aim to support. The Parish Council gives the opportunity for village groups/organisations to apply for a grant and, if approved, the Parish Council will budget this grant in the precept using one of its statutory powers. The Council may also incur, subject to conditions, expenditure which, in their opinion, is in the interest of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants. which means the Parish Council could possibly contribute towards:

- A charitable body
- A body which provides a public service other than for the purpose of gain
- Any fund raised in connection with a particular event

Hartwell Parish Council has chosen to allow groups to apply for funding as a grant enabling the community groups to continue to function and grow. This process has been successful in previous years in providing vital equipment and resources to groups who would otherwise not be able to continue or even get up and running.

Community Groups – Grant Application Questionnaire – Guidance notes

1. Description of the Group's activity. (Please provide a brief description of the activity carried out/provided by this group and say who it benefits)

2. What is the total amount of money being applied for?

3. How will the grant money be spent? (Please break down if for multiple items).

4. Please detail what the money will be spent on. Is it an event, project, equipment, repairs or set up costs? Please include actual prices or any quotes received.

5. How will it benefit the Community? Please detail how your purchase(s) will benefit not only your group but the community.

6. Is the grant the full amount needed for the project or is it a portion of what is required?
Yes or No

7. If it is a part of the funds you need, how do you propose to raise the remaining funds.
Supporting evidence must be provided.

Terms and Conditions

1. If you are successful in receiving a grant from Hartwell Parish Council the money must be used during the financial year 2022/23 and accounting evidence of what the money was spent on will be requested by the Parish Council for the financial year ending April 2023.

2. Cheques will normally be issued no earlier than the 1st April 2022 and no later than the end of May 2022; this is because the precept is received by the Parish Council from South Northamptonshire Council in April/May.

3. In the event that satisfactory quotations have not been provided or major works are not due to commence in the near future Hartwell Parish Council may decide to delay payment of any cheques. Any agreed monies will be held in the Parish Council bank account until full and satisfactory quotations have been received or the work is ready to commence.

4. In accepting the cheque you are agreeing to promote the Community Grants Scheme by including information in the Autumn 2022 edition of Hartbeat about how you intend to spend (or have spent) your grant and how you expect it to benefit the community.

5. Cheques will not be issued to personal accounts. Your group must have its own bank account.

6. 2 years accounts are to be provided with this application before it will be considered. The Parish Council reserve the right to request further information before further considering an application.

7. By completing and submitting an application you are agreeing to the terms and conditions detailed in this document.

8. The Parish Council reserves the right to refuse an application or revoke an offer of funding. In these instances full details/reasons will be provided.

Community Groups –Grant Application Time Line

1. The final submission date for completed Grant Applications is Friday 3rd December 2021

2. Applications should be posted or emailed to the Hartwell Parish, Clerk Lynn Lavender, 10 Thrupp Bridge, Wootton, NN4 6AR. Email clerk@hartwellparishcouncil.gov.uk No submissions after the final date will be accepted.

3.The grant panel will meet to review applications within two weeks of the final application date.

4.The Grant Panel will be making their recommendations to the full Parish Council as part of the budget process during December 2021. It is expected that successful applicants will be informed of the result by the end of January 2022.

6.Formal notification of the successful and unsuccessful applications will be made in writing by the end of February 2022.

7. Cheques to the successful applicants will be issued by the end of May 2022.

8. The Parish Council reserve the right to request the grant money is returned in full if it is not spent with 12 months of the date of the cheque unless otherwise previously agreed by the Parish Council. If applicants intend not to spend the money within the 12 months then prior written approval must be sought before the end of that period.

CHECK LIST FOR APPLICANTS

- 1.Have you completed all sections of the questionnaire?
- 2.Have you included any supporting evidence?
- 3.Have you included 2 years' accounts?