

# GRANT APPLICATION PROCEDURE



## General guidance for Applicants

Grants will be awarded from the Grants' Budget, set at the beginning of each financial year. The total amount of Grant funding will vary from year to year as the Grant funding budget is specified under S137 of the Local Government Act 1972.

Request for Grants will only be accepted for consideration provided the Council's "Application for Grants" form has been completed and appropriate supplementary information provided. The Parish Council considers grant applications twice a year and applications must be submitted by 31<sup>st</sup> March or 30<sup>th</sup> September.

Hamble le Rice Parish Council will not normally award Grants to organisations outside of the Parish, unless there are direct benefits to the Parish. An application must explain how the grant funding will be in the interests of or directly benefit the parish of Hamble le Rice or its inhabitants. The purpose cannot include political publicity.

Organisations employing staff must provide a full breakdown of staff and salaries.

Hamble le Rice Parish Council requires all recipients of Grants to provide a written report of how the Grant funding has been used within 12 months of receipt of the Grant. It may take the form of an annual report or set of accounts that clearly identify the manner of spending. The written report must be deposited with the Clerk to the Council, and becomes a document which members of the public have a right to inspect under the provision of Section 228 of the Local Government Act 1972 (as amended). The Parish Council reserves the right to request a full refund of a grant if a report is not received.

Grant recipients will be asked to provide evidence of purchase. If the Grant funds have not been spent on the item, in the manner or event agreed by the Parish Council the full amount awarded or balance, if partly spent, must be refunded to the Parish Council via the Clerk.

Recipients must acknowledge Hamble le Rice Parish Council's support on stationery and promotional material.

### Payment of Grants

Approved Grants will be paid by bank transfer to the charity or organisation's bank account. A receipt or letter confirming receipt must be sent to the Clerk within 14 days of receiving the Grant funding from the Parish Council.

In the case of organisations/projects in receipt of match funding of which the Parish Council is one of the partners/funding agencies, the Parish Council will pay its contribution against an invoice.

*Note: The Parish Council has to conform to the requirements of VAT legislation applicable to Local Authorities.*

If you have any queries or require any further information please contact the Clerk, Amanda Jobling [clerk@hamblepc.org.uk](mailto:clerk@hamblepc.org.uk).