

HELPRINGHAM PARISH COUNCIL

GRANTS POLICY

Adopted: 13/5/26

Minute ref: 29/27

Review: May 2027

Helpringham Parish Council operates a grants scheme to support community groups and projects that benefit the parish.

The total amount available may vary each year and is set as part of the Council's annual budget.

The Council is committed to a process that is **open, transparent, fair and accessible**, ensuring accountability and equal opportunity for all applicants.

AIM

To ensure the grant process is open, transparent, fair, competitive and supports local organisations. Grants may be awarded to established voluntary or community groups or informal groups of residents intending to become formally constituted.

ELIGIBILITY CRITERIA

Establish Organisations must:

- Be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes with a membership structure of at least three.
- Have constitution or set of rules.
- Provide a copy of its latest annual accounts and/or most recent bank statement.
- Have a bank account operating in the organisations name.

New organisations must:

- Be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes.
- Have a bank account in the organisations name.
- Provide a business plan with projected income and expenditure.

Additional Eligibility Considerations

- If the organisation employs staff, a full breakdown of staffing costs must be provided.
- Evidence of child protection, inclusivity or diversity policies may be requested.
- Organisations outside the parish will only be considered where there is a direct benefit to Helpringham residents.

WHAT THE COUNCIL CAN FUND

- Projects that improve the local community or benefit residents.
- Projects with clear evidence of parishioner support.
- Specific capital expenditure e.g. equipment.
- Up to 80% of a project will normally be funded and evidence of other funding is required. The Council reserves the right to fully fund projects where there is a strong and overwhelming need.

WHAT THE COUNCIL CANNOT FUND

- Day to day running costs e.g. utilities, salaries or rent.
- Individuals or private businesses.
- Projects that are the statutory responsibility of other government bodies.
- Replacement of existing facilities with no significant improvement.
- Improvements to privately owned land or property.
- Projects already completed or due before the grant is awarded.

GRANT TYPES and LIMITS

- Maximum grant: £1,000 per application.
- Major grants: £250–£1,000.
- Minor grants: £249 and below.
- Organisations may apply for more than one project per year, but only one grant per project.

APPLICATION DEADLINES

- **Major grants:** Applications must be submitted by **30th November** for consideration during budget setting.
- **Minor grants:** May be submitted at any time.

SUBMITTING THE APPLICATION

Applications must:

Be submitted using the Council's official application form.

- Include audited accounts/constitution (or business plan for new groups)
- Show evidence of self-help and other funding sources.
- Provide evidence of need and community benefit.
- Provide details of any staff costs (if applicable).
- Provide evidence that a Child Protection Policy is in place (if applicable).

DECISION MAKING PROCESS

Applications will be assessed on:

- Eligibility and legal powers
- Value for money
- Community involvement and support
- Sustainability and environmental impact
- Evidence of fundraising and other funding applications.
- Benefit to Helpringham residents.

If funds are oversubscribed, the Council may offer a reduced amount.

AFTER RECEIPT OF GRANT

Recipients must:

- Provide proof of purchase for capital items within 6 months.
- Return any unspent funds after 6 months.
- Provide a written report within **10 months** for major grants, including accounts or receipts.
- Acknowledge Council support in publicity and promotional material
- Only use the grant for the purpose stated in the application.

MULTI-YEAR GRANTS

The Council will not normally award grants spanning more than one year. Exceptionally, multi-year grants may be considered where a robust business plan and strong evidence of need are provided.

SPECIAL PROVISIONS

The Council reserves the right to:

- Fully fund a project where there is overwhelming need.
- Vary the application of this policy where significant economic benefit to the parish is demonstrated.