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**HIGHLEY PARISH COUNCIL**

**Grant Awarding Policy**

The Council is an active supporter of the community it serves and sets a budget each financial year to enable it to make small grants to assist local groups and organisations

Highley Parish Council awards grants to local organisations to assist them to achieve their aims and objectives. The Council has a policy of only assisting truly local community groups, and this is interpreted to mean those organisations based in the Highley Parish Council area or national bodies providing support to the residents of the Parish of Highley.

**1. Who/What will we fund?**

1. a. Applications must be from a properly formed group, club, committee or charity, which must show that the group has charitable/community aims and benefits the residents of Highley.

1. b. These organisations should have:

1. b.i: A constitution/set of rules

1. b.ii: A bank account

1. b.iii: Public Liability Insurance, where necessary in the course of their

 Normal activities

1. b.iv: Quotations for works:

 £500 – decisions on merit (quotes not necessary)

 £500 - £2,500 – 1 quote to evidence how the applicant came to the

 amount applied for

 Over £2,500 two quotes to be seen to have tried to get best quote

 (price not necessarily the definition of best.)

 Over £9,999 three quotes to be submitted

 1. c. Community Grants will fund either new projects or continued

 services.

 1. d. Community Grants may be used as match funding as agreed.

**2. Who/What will we not fund?**

2. a.Any group whose aims the Parish Council considers to be working within a business or profit making remit cannot apply

 2. b. Grants may not be made to individuals

2. c. Projects that have already been completed or items already purchased

**3. How an application is considered?**

 3. a. All applications will be considered on their individual merits.

 3. b. The Revenue and Resources Committee will consider applications on the

 following basis

3. b.i: How well the grant will meet the needs of the community

3. b.ii: How effectively your group will use the grant

3. b.iii: Whether the costs are appropriate and realistic

3. b.iv: Level of contributions raised locally

3. b.v: Whether the applicant could reasonably have been expected to

 obtain sufficient funding from a more appropriate source

3. b.vi: How the group is managed

3. b.vii: How the grant positively benefits residents residing within the

 Parish of Highley

3. c. Grants to successful applicants will be paid by cheque

3. d. Applicants must fulfil at least two of the Parish Council’s General

 Aims & Objectives:

3. d.i: Supporting and contributing to the economic and social life of the

 Village and regeneration of the local community.

3. d.ii: Encouraging and promoting the economic and commercial vitality of

 the village.

3. d.iii: Preserving the unique identity of Highley and promoting its

 heritage.

3. d.iv: Creating a socially inclusive and caring community3.d.v: Protecting

 and improving the environment of the village and promoting

 sustainable development.

3. e. The application form, will be placed on the public agenda of the Revenue and Resources/Highley Parish Council meetings. No personal data will be disclosed.

3. f. The Parish Council must be satisfied that the funding is of benefit to the residents of the Parish of Highley.

3. g. Successful applicants will be required to submit a Monitoring Form on the success of their project.

3. h. The final decision on assessment of applications and the level of any award offered lies with Highley Parish Council.

3. i. Recognition of the grant from Highley Parish Council must be made in any publicity and acknowledged on any letterheads and promotional documents

**4. How to apply?**

4. a. Applications for funding must be made on the Community Grants Application Form

4. b. Further applications in the same financial year will be at the discretion of Highley Parish Council.

4. c. Copies of supporting documents must be forwarded with the application

4. d. A copy of either audited accounts/budget for the relevant financial year must be forwarded with the application

4. e. Additional supporting information e.g. Leaflets, literature, annual reports etc. which would evidence of previous work undertaken are also welcomed.

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