

## **Accompanying Information for Applicants for Grant Aid 2018/19**

### **Principles of Grant Aid:**

Hurstpierpoint and Sayers Common Parish Council aims to operate a grant aid system. Applications are considered every two months by the Community Affairs Committee of the Council. The total budget for the Grant Aid Scheme 2018/19 is £4000; grants awarded to local groups will be in the range of £50 – £500.

The system aims to:

- Help the Parish's voluntary groups to improve their effectiveness
- Help to ensure the provision of services needed by the Parish's residents via the voluntary sector
- Support organisations which meet the needs of people experiencing social and economic difficulties

The Parish Council values the diversity and strengths of the local voluntary sector and acknowledges its independent role in the community as:

- A source of valuable services
- A means of enabling people to work together
- A channel for campaigning and advocacy

The Parish Council defines a voluntary group as a 'not-for-profit' organisation, set up and run by a voluntary, unpaid management committee.

This document gives the Parish Council's general funding principles and details its expectations of all groups in receipt of grant aid:

### **Groups applying for grant aid should note:**

- Grants are made only to groups meeting the needs of the Parish's residents.
- Grants are made to directly benefit people residing within the parish.
- Grants are made to meet deficits on future running costs, to encourage new groups or new projects, or to help with the costs of some one-off expenditure.
- Grants will only be made to groups which **need** financial help. Accumulated reserves will be considered when grant levels are decided.
- Grants are normally made for one year's expenditure at a time and should be spent within the year for the purpose for which they were given. They should not be added, wholly or partly, to reserves unless part of a previously approved programme of funding for a particularly project.
- If a grant is to be considered as part of a larger expenditure/project, clear evidence of additional monies must be shown before any grant is released.
- Grants will not be made to groups which operate for private gain or are connected with any political party; grants may be made to religious organisations for social or welfare purposes, but not to cover the costs of worship or conversion.

### **Voluntary Groups grant-aided by the Parish Council are required to:**

- Ensure efficient levels of administration, hold regular meetings, keep minutes and circulate information to group members.
- Keep proper accounts. Grants may only be made to groups which have submitted satisfactory accounts, unless the group is recently formed.
- Be open to eligible users, as defined by the group's constitution.
- Recruit and support volunteers where appropriate.
- Acknowledge the Parish Council's support in annual reports.

NB. Applications for Grants relating to large capital projects will be considered separately under different terms and conditions from those for the smaller Community Grants discussed in this document.