Hamsey Parish Council

GRANT-AWARDING POLICY

1. Hamsey Parish Council makes grants to organisations working for the benefit of the community within Hamsey Parish, including the areas of Hamsey, Offham, Cooksbridge and Bevernbridge.

2. Grants are made out of money provided by the council tax payers of Hamsey Parish and accordingly the Parish Council has a responsibility to satisfy itself that grants will provide benefit to the local community. This policy sets out the requirements that must be satisfied before grant applications will be considered.

3. Grants will not be made to individuals or commercial organisations.

4. Grants will normally be made at a meeting in November. Applications must be received by 31st October. Organisations wanting an application to be considered any other time of year must explain the reason why the application cannot be considered at the November meeting.

5. Grant applications must be made on the official application form. Applicants must set out how the community of Hamsey will benefit from the work funded by any grant. This is particularly important where an application is made by an organisation working regionally or nationally.

6. Applicants must set out any other funding they have been awarded or have applied for. Where the Parish Council is being asked to be the sole funder the applicant must explain the reason for this. Applicants are encouraged to submit applications to neighbouring parish councils.

7. Applications must be accompanied by a copy of the organisation's most recent accounts, and of its latest bank statement.

8. An organisation which has not previously applied to the Parish Council must submit a copy of its constitution.

9. Grant recipients should submit a report after 31 March showing how the funding has been used. Grant recipients are encouraged to attend the Annual Parish Meeting (normally in April) and mount a display or make a presentation.

September 2011