

## HONINGHAM PARISH COUNCIL

### GRANT AWARDING POLICY AND APPLICATION FORM

**Date Approved: 12 October 2022**

**Date for Review: October 2025**

(Grant figures will be updated yearly in line with approved budget)

#### **About the Scheme**

The Parish Council allocates a small amount of money each year to provide grants to local organisations that benefit the parishioners of Honingham. Applications will be considered which support the objectives of the Council. These include;

- Reducing rural isolation and deprivation
- Improving road safety and local transport options
- Supporting youth activities
- Supporting sporting activities
- Encouraging the use of local facilities (e.g. Village hall, Bowls Club)

Those organisations applying need not necessarily be based in the parish but must show evidence that parishioners in Honingham will benefit from the use of the grant money.

#### **The Grant Process**

Applications will be considered at the Council meeting in February/March of each year by the Parish Council so applications must be received by the Parish Clerk by the **31<sup>st</sup> January 2023** to be considered. Applications should be made on the grant application form which can be obtained from the Parish Clerk. Successful applicants will be notified following that meeting and will receive payment (BACS or cheque as agreed) at the same time. Note that the maximum amount of any grant to a single organisation is likely to be £250, and organisations can only apply for one grant for any one project per year. Organisations can apply every year but the Council would encourage organisations to apply for a different project so as to encourage a broader range of projects and benefits to the parishioners of Honingham. If you wish to apply for an amount greater than £250 please speak to the Parish Clerk before making an application.

Examples of projects might include, but are not restricted to, purchasing equipment for a sports club, funding towards holding a community event, funding to help set up a new community group, raising awareness of local groups or proposals for improving village facilities.

If you have an idea for a project but are an individual and not part of an organisation please speak to the Parish Clerk. Awards cannot be made to an individual but the Council may be able to put you in contact with an organisation who you could work with on your project idea.

#### **The information you need to include on your application form:**

- Name of the main contact for the organisation applying for the grant
- Contact details for that person: name, address, e mail, telephone number
- Registered charity number (if applicable)

- Information about the project for which you are applying including details of how it meets the Council's aims and objectives. (as outlined above)
- A timeline for your project – start to finish (if applicable)
- The expected total cost of the project and the organisation's own contribution
- Who else you might have applied to for funding
- A copy of your Equality Policy (if applicable) or a short statement about how your organisation supports and promotes equality
- A copy of your Accounts for the last completed financial year

**What the Council will expect from you if you receive an award**

- A copy of a payment (at least to the amount of the grant award) relating to the project
- A letter to confirm that the project has been completed
- A short article and a photograph for possible use in a publication of our choice, including social media

**Other terms and conditions**

- In the event of the project not being completed the Council may request that the money is returned.
- No grant award can be made to individuals.
- Applications which do not contain all the information requested above will be excluded.
- Applications received after the deadline will not be considered
- All decisions made by the Council are final. Any application which is unsuccessful will be notified.

For further information please contact the Parish Clerk:

Fiona Johnston, 8 Chapel Street, Hingham, NR9 4JH

[Clerk.honinghampc@gmail.com](mailto:Clerk.honinghampc@gmail.com)

01953 850426

[www.honinghampc.info](http://www.honinghampc.info)

**HONINGHAM PARISH COUNCIL  
GRANT APPLICATION FORM**  
[www.honinghampc.info](http://www.honinghampc.info)

**Checklist for information enclosed with the application:**

Completed application form

Copy of your Accounts for the last financial year. If you do not have these, a copy of your management accounts.

Copy of your Equality Policy. If your organisation does not have this policy, please tell us, in no more than 50 words, how your organisation tackles discrimination and promotes equality and diversity.

Tick this box to acknowledge that you will provide us with follow up information as stated in the grant guidelines after completion of your project.

Please refer to our website to find out more about the way we treat personal information. All information provided will be used for the purpose of the grant application only and will not be shared with any other organisation.

Signed:

Date:

Name:

Position:

Please return completed checklist and application form to Fiona Johnston, Parish Clerk, 8 Chapel Street, Hingham, NR9 4JH or email [clerk.honinghampc@gmail.com](mailto:clerk.honinghampc@gmail.com)

**HONINGHAM PARISH COUNCIL  
GRANT APPLICATION FORM**

[www.honinghampc.info](http://www.honinghampc.info)

(please complete in black pen)

Name of Organisation Applying for the Grant	
Charity Registration Number (If Applicable)	
Website address (if applicable)	
<b>Main Contact of Organisation</b>	
Name	
Position in Organisation	
Address	
Email	
Telephone Number	

What are the aims of your project in no more than 50 words

Please provide a detailed summary of the project for which funding is being sought. In preparing your summary, please consider and address the following questions when submitting your application.

- a. What the project is all about? Is this a new project or an ongoing project?*
- b. Who will benefit from the project? How many people do you estimate it will benefit?*
- c. What will the benefit/s be to residents of Honingham?*
- d. Who will be responsible for delivering the project?*
- e. What will funding be spent on?*
- f. If this is an ongoing project how will the project be funded once the funding from the Parish Council comes to an end?*

Summary of project in no more than 200 words *(please use separate page if required)*

Total cost of project		
Amount requested from Honingham Parish Council		
Source/s of other funding inc. both your organisation and external sources (if applicable)		
Name	Amount	

Total Duration of the Project	Anticipated Start Date	Anticipated Completion Date

How would you prefer the grant to be paid:

BACS

Sort code:

Account Number:

Cheque

Please make cheque payable to *(insert name)*:

I confirm that this information is correct to the best of my knowledge

Signed on behalf of the organisation:

Signed

Date

Print Name