

# **NORTH HORSHAM PARISH COUNCIL**

## **GRANTS/SUBSIDIES SCHEME**

### **GUIDELINE NOTES FOR APPLICANTS**

#### **POLICY STATEMENT:**

**A GRANT OR SUBSIDY IS ANY PAYMENT MADE BY THE COUNCIL TO BE USED BY AN ORGANISATION OR INDIVIDUAL FOR A SPECIFIC PURPOSE IN THE FURTHERANCE OF THE WELL BEING OF THE LOCAL COMMUNITY, EITHER GENERALLY, OR FOR A SPECIFIC PURPOSE AND WHICH IS NOT DIRECTLY CONTROLLED OR ADMINISTERED BY THE COUNCIL.**

#### **GENERAL**

- 1.1 The contribution made by the many organisations and individuals to the well being of the local community is recognised by the Council as important to our society. The purpose of any grant or subsidy given by the Council is to support initiatives in the local community and to help create opportunities for the residents of North Horsham that are not, as a matter of course, funded by the Council.
- 1.2 These notes have been prepared to explain the main details of the Council's Grants/Subsidy Scheme. Please read them carefully before you complete the application form.
- 1.3 Although the Council will give as much help as possible, the administration of and accounting for any grant or subsidy shall be the responsibility of the recipient.
- 1.4 There is a limited budget each year and guidance will be given to applicants as to how much money is available in a specific financial year. It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided. It is expected that applicants will seek advice from Council Officers on these matters.
- 1.5 The scheme provides start-up awards for new as well as grants for existing organisations.
- 1.6 Grants/subsidies are awarded twice a year in February and June. The deadlines for applications are 1<sup>st</sup> February and 1<sup>st</sup> June respectively.

## CONDITIONS OF FUNDING

- 1 Applications will be considered from individuals as well as organisations. Applications will be considered for day-to-day running expenses and individual projects.
- 2 Applications **WILL NOT** be considered from:
  - Organisations intending to support or oppose any particular political party or to discriminate on the grounds of race or religion.
  - Private organisations operated as a business to make a profit or surplus
  - “Upward funders”, i.e. local groups whose fund raising is sent to their central HQ for redistribution.
- 3 Applications will not normally be considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
- 4 Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.
- 5 Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the Parish.
- 6 The organisation will normally be expected to have clearly written aims and objectives, a written constitution and membership rules, copies of which should be submitted as part of the application. In addition, an organisation must demonstrate that it is properly managed and able to run its affairs responsibly. Individuals should include references to back their application.
- 7 All applications must demonstrate clearly how a grant or subsidy will be of benefit to the local community within the Parish.
- 8 An organisation is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous two financial years or, in the case of a newly formed organisation, a detailed budget and business plan.
- 9 An organisation is required to have a bank account in its own name with two authorised representatives required to sign each cheque.
- 10 Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- 11 Each application will be assessed on its own merits and will be considered along with other applications at a meeting of the Council’s Finance & Administration Committee. To ensure as fair a distribution as possible, the Committee will take into account the amount and frequency of previous awards.
- 12 Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities. Further details of other organisations that may be supportive may be obtained from Council Officers.
- 13 The Council may make the award of any grant or subsidy subject to such additional conditions and requirements, as it considers appropriate.

## **PROCEDURE FOR SUCCESSFUL APPLICANTS**

- A Awards may be claimed at any time during the financial year on provision of evidence that the money has been used for the purpose stated. In the case of an advance payment, written confirmation will be required stating that the money will be used for the purpose requested.
- B In all situations a written account of how the grant or subsidy has been used shall be submitted by the applicant to the Council within three months of the grant being paid.
- C In the event, for whatever reason, of the grant or subsidy not being used, in part or in full, a full explanation shall be submitted to the Council within one year of the award being made.
- D In the case of organisations, end of year accounts shall be submitted to the Council clearly defining how the award has been used.
- E Individuals must provide proof of expenditure to the Council where practical.
- F The Council reserves the right to reclaim any award in the event of it not being used for the purpose specified on the application form.
- G Organisations that receive an award will be required to acknowledge the Parish Council's contribution on all publicity/printed material.

# NORTH HORSHAM PARISH COUNCIL

## GRANTS/SUBSIDIES APPLICATION FORM

Name of Organisation/Individual: .....

(If applicable, previous name of organisation .....

Correspondence Address:

Name .....

Address .....

Postcode .....

Telephone number Daytime ..... Evening .....

Your position in organisation .....

1. What is the nature of your organisation or the activity for which you are seeking funding?

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.....  
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2. What are the aims and objectives you wish to pursue with the aid of a grant/subsidy?

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.....  
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3. Please answer (a) or (b)

(a) If applying on behalf of an organisation, when was it formed? .....

(b) If an individual, how long have you been pursuing the aim/activity? .....

4. For organisations only

(a) Is your organisation a registered charity? YES/NO

If yes, provide Registered Charity Number .....

(b) Is your organisation part of, or affiliated to, any national organisation? YES/NO

If yes, please give details .....

.....

(c) What is the catchment area covered by your organisation? .....

.....

5 How many members does your organisation have or how many people are involved in the activity?

North Horsham Residents

Non North Horsham Residents

Adult .....

Junior (under 18) .....

If your organisation is not membership based, please give details of the number of people you work with/provide services for and how many are resident in North Horsham.

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6. Briefly describe the project or purpose for which you are making this application:

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7. How will/does your project or activity benefit the residents of North Horsham?

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8. If the undertaking is a new endeavour, how have you assessed the need for it?

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9. What is the amount of donation you are seeking? £.....

10 What is the total cost of the project/activity? £.....

11. Please itemise expected expenditure, e.g.

Equipment costs £.....

Hiring fees £.....

Other (please list)..... £.....

..... £.....

..... £.....

12 Please indicate how you have arrived at the costs detailed in 11 above. E.g. quotations, etc:

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.....  
.....

13. If the total cost is more than the donation you are seeking do you already have the balance available?

YES/NO (please delete as applicable)

If NO, please indicate how you intend to raise the balance and how long it is expected to take:

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.....  
.....  
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14. Have you previously received or applied for, a grant from North Horsham Parish Council?

YES/NO

If YES, please give details of amount(s) and the year(s):

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.....

15. Have you received or been promised, grant aid from any other source towards this project/activity?

YES/NO

If YES, please give the following details of amount(s) and the year(s):

<u>Organisation</u>	<u>Purpose</u>	<u>Date Recd</u>	<u>Amount</u>
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16. Please give details of your own fund raising efforts: .....

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17. Total funds raised to date for this project/activity £.....

18. Please give details of any reserve funds allocated to this or any other project:

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19. Please add any further information in support of your application (additional literature, leaflets or recent annual reports may be enclosed with the application):

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20. Who should cheques be made payable to? .....

21. (a) How many signatories are required to sign your organisation's cheques? .....

(b) Who are the authorised signatories?

Name ..... Position .....

Name ..... Position .....

Name ..... Position .....

**DECLARATION**

I declare that I have read and accept the Guidance Notes and Conditions of Funding and that I have answered all questions fully and truthfully. I also declare that any award made will be used solely for the purpose(s) outlined in this application. I understand that North Horsham Parish Council reserves the right to reclaim the award in the event of it not being used for the purpose specified.

Name (BLOCK CAPITALS):.....

Signed .....

Position: .....

Date: .....

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**DOCUMENTS TO SEND WITH YOUR APPLICATION (ORGANISATIONS ONLY)**

The following documents **MUST** be submitted with the application:

- (i) A copy of your organisation’s Constitution
- (ii) Copies of your organisation’s audited or independently examined accounts and balance sheet for the past two financial years, **together with up to date statements of any current and investment bank account balances if the audited accounts are for a period ending more than six months prior to the application date.**
- (iii) In the case of a newly formed organisation, a budget and business plan.

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When completed, this form together with supporting documents should be sent to:

Sue Kemp  
Parish Clerk  
North Horsham Parish Council  
Roffey Millennium Hall  
Crawley Road  
Horsham  
West Sussex  
RH12 4DT

Tel no: 01403 750786