



North Horsham Parish Council

GRANTS POLICY

Policy Statement

North Horsham Parish Council recognises the importance of the valuable contributions by all organisations to the enhancement, improvement and wellbeing of the local community.

To support the wellbeing of the local community, the Parish Council will provide monies within the Council's annual Budget for the purpose of grant funding.

Who can apply?

This Policy applies to any organisation which falls within the eligibility criteria, which is based in or benefits the residents of North Horsham.

Key Principles

North Horsham Parish Council's Grants Policy is based on the following principles –

- Grants are payments made by the Parish Council to an organisation for a specific purpose and where it can be clearly demonstrated how funding will benefit and promote the wellbeing of the local community.
- The Grants Policy will be administered within the criteria set down in the Grants Policy Guidance Note for Applicants.
- Each application for a grant will be treated on its own merit.
- Organisations that apply should operate under the Equality Act 2010 whereby all individuals have reasonable, potential access to the activities, facilities or services offered by the organisation.
- Projects must demonstrate sustainability and long term value for money.
- Applications must be made on the official application form and supported by evidence that is asked for.

Review of the Policy

The Grants Policy was reviewed by the Finance and Administration Committee in December 2019 and adopted by the Parish Council in January 2020, reviewed in November 2021, 2023 and 2025, and is due to be reviewed again in November 2027, subject to change in legislation or requirements of the Parish Council.

North Horsham Parish Council

GRANTS POLICY - GUIDANCE NOTES FOR APPLICANTS

These Guidance Notes are intended to provide information to assist applicants regarding the procedure to be followed in applying for a grant from North Horsham Parish Council. Please read them carefully before completing the Application Form.

Who may apply for a grant.

Applications will be considered from the following –

- Not for profit organisations, including voluntary organisations.
- Religious groups, where it is demonstrated that there is a clear benefit to the local community, irrespective of their religious beliefs.
- Education, health or social service establishments, where it is demonstrated that there is a clear benefit to the local community and that the establishment is working in partnership with other groups.

Who is not eligible to apply for a grant?

Applications will not be considered from the following –

- Organisations supporting or opposing any political party.
- Organisations showing any discrimination (in line with the Equality Act 2010)
- Private organisations operating as a business for profit.
- ‘Upward Funders’ – groups or organisations whose fund raising is sent to a central office for redistribution.
- National organisations or groups with access to funds from a national ‘umbrella’ or ‘parent’ organisation, unless funds are not available from the national body or are inadequate for a specified project.
- Individuals.

The Application.

The application form is available from the Parish Clerk (contact details below) or from the Parish Council website www.northhorsham-pc.gov.uk

All applications:-

- Must be made by an organisation with clearly written aims and objectives and a written constitution.
- Must demonstrate clearly how a grant will benefit the local community of North Horsham.
- Must be made on the Parish Council’s Application Form.
- Must be signed with a ‘hard’ signature.
- Must include all the supporting documentation that is requested (see the Checklist on the Application Form).

How the application is determined.

Each application for grant funding will be considered on its own merit

- Account will be taken of –
 - The level of the organisation's own fund-raising activities.
 - The level of grant funding sought or secured from other sources.
 - The level and frequency of previous grant applications.
- Applications will be considered at each meeting of the Parish Council's Finance and Administration Committee (for details of the dates of meetings, please see the Parish notice boards or visit the Parish Council's website).
- The Parish Council will not commit to ongoing grant funding – a fresh application must be made each year.
- The Parish Council may attach conditions to the award of a grant, if it is considered appropriate.

Following determination of the application.

- Successful applicants will be notified in writing shortly after the meeting granting the application.
- Successful applicants will be sent a letter of confirmation in which there will be a request for written details of the bank account into which the award will be deposited.
- Successful applicants will be required to acknowledge the Parish Council's contribution on any publicity.
- The Parish Council will request that confirmation that the funding has been spent for the purpose for which it was granted within six months of the grant being awarded.
- In the event that grant is not used, either in part or in full; or the grant is not used for the purpose specified in the application, the Parish Council reserves the right to reclaim the amount of the grant paid, in full.

Data

The information provided in the grant application will solely be used to determine the grant funding and will be kept for a maximum of six years. A resume of the application will form part of the Clerk's Report for the decision making meeting. Any award will be published on the Parish Council's website. www.northhorsham-pc.gov.uk

Should you have any questions or require additional support to complete the application form please contact

The Parish Clerk
Roffey Millennium Hall,
Crawley Road,
Horsham,
West Sussex, RH12 4DT

Tel. 01403 750786

E-mail - Parish.clerk@northhorsham-pc.gov.uk