



## Handforth Parish Council Grant Award Preliminary Checks and Policy

Handforth Parish Council (“HPC”) asks applicants to complete the following preliminary checks before spending time on completing the Grant Application Form - this is to save you time as it will help ensure your application is valid under HPC's rules.

HPC notes that the parish council has the statutory power to incur expenditure for the purpose indicated (Grant awarding) under its General Power of Competence.

Please tick “yes”, “no” or “N/A” (Not Applicable) to indicate if you do/will comply with each of these stipulations. These answers will become part of your application.

- Yes, comply  No  N/A  Comment \_\_\_\_\_
1. Your organisation must have and enforce a policy to not discriminate on any grounds.  
Yes, comply  No  N/A  Comment \_\_\_\_\_
  2. Your application must be made PRIOR to the commencement of the project/event. Is this the case? Ask for clarification from the Council if you have already commenced.  
Yes, comply  No  N/A  Comment \_\_\_\_\_
  3. HPC will normally only fund not-for-profit businesses or individuals. Individuals wishing for support must apply under the umbrella of a recognised community group or charity which is prepared to take full responsibility.  
Yes, comply  No  N/A  Comment \_\_\_\_\_
  4. HPC will only fund community groups and local (not national) bodies of a charitable nature.  
Yes, comply  No  N/A  Comment \_\_\_\_\_
  5. The maximum funding any organisation may apply for is limited to £500.00 in any one financial year (April 1<sup>st</sup> - March 31<sup>st</sup>). And for clarity the date is the date when the application is received and date-stamped by the council. HPC will consider granting a larger value than the specified £500.00 award in exceptional circumstances. These circumstances have to be demonstrated by the applicant, to the satisfaction of the council.  
Yes, comply  No  N/A  Comment \_\_\_\_\_
  6. Grant funds awarded must not be held over as part of a long-term funding strategy - the application must be justifiable to HPC as a distinct project.  
Yes, comply  No  N/A  Comment \_\_\_\_\_
  7. The applicant must expect to complete the project (and the expenditure of HPC grant funds) within three months of the date of HPC’s approval of the application. If this is not possible/likely, then an indication of the best expectation of completion date will be required including:
    - a) When all other funds for the project are expected to be agreed and available?

b) What other matters have to be agreed before the project can begin (for example, any planning or other types of permission, any design work etc.)

c) If all funds and permissions etc. are agreed, when is HPC's grant likely to be needed.

(Please note that HPC may stipulate further conditions to any grant, depending on the details of the project).

Grants (or parts thereof) that are not used for the purpose provided within the agreed timescale (a maximum of 12 months unless otherwise agreed), must be returned to Handforth Parish Council immediately.

Yes, comply  No  N/A  Comment \_\_\_\_\_

8. Applicants must reside or operate within the parish of Handforth, for the benefit of the local community or sections within that community.

Yes, comply  No  N/A  Comment \_\_\_\_\_

9. Where the applicant is part of a regional, national or international organization, no grant funding can be remitted to the parent organization.

Yes, comply  No  N/A  Comment \_\_\_\_\_

10. Applicants must be able and willing to supply details of all officers of the organisation, e.g. Directors, Chairperson, Vice-Chairperson, Secretary and Treasurer etc., and company number, or charity number as applicable.

Yes, comply  No  N/A  Comment \_\_\_\_\_

11. Applicants must be able and willing to provide a mailing address and contact details.

Yes, comply  No  N/A  Comment \_\_\_\_\_

12. A copy of the applicant's audited accounts for the most recent financial year must be supplied, together with recent bank statements covering the period since the end of the financial period of those accounts (and in any event covering at least 6 months). Statements of ALL bank accounts held by the applicant must be provided.

(This section is not applicable to schools funded by the Local Education Authority.)

Yes, comply  No  N/A  Comment \_\_\_\_\_

13. Personal bank accounts will not be acceptable.

Yes, comply  No  N/A  Comment \_\_\_\_\_

14. If the applicant's charitable / community work is less than twelve months old, then recent bank statements covering the period it has operated may suffice.

Yes, comply  No  N/A  Comment \_\_\_\_\_

15. Where long-term assets or projects of a value greater than £500 are being considered, HPC will normally require evidence that the long-term viability of the applicant (normally a minimum of three years) is sound. This will require evidence – audited accounts for the preceding three years, financial forecasts / cash flow forecasts - going forward at least three years, and a financial plan to support the forecasts. All potential and known liabilities must be declared.

Yes, comply  No  N/A  Comment \_\_\_\_\_

16. Applicants should provide details of all previous, and current and planned, efforts to secure funding from other sources relevant to this application. Where the application is, or may be, part of a joint/match funding/sponsorship exercise, details of all other potential funding

bodies approached or under consideration must be provided, including financial amounts applied for and for what purpose, and the outcomes thereof as and when known. Where an application is only for part of a project, e.g. it requires other grants or match funding, HPC will only make payment of any grant when evidence is provided that the project has full funding agreed/ available.

Yes, comply  No  N/A  Comment \_\_\_\_\_

17. Applications should be supported by relevant documentation specifying the charitable /community support aims and objectives of the applicant, e.g. a copy of the group's constitution etc.

Yes, comply  No  N/A  Comment \_\_\_\_\_

18. Applicants need to demonstrate the public benefit and/or value that the grant award would bring to the community within the parish of Handforth.

Yes, comply  No  N/A  Comment \_\_\_\_\_

19. Details of what specific use grant funding is requested for, is needed. Where the request for a grant covers several items or services, each item's cost must be quoted separately. Vague costings are not acceptable- specific quotations (normally at least two) must be provided

Yes, comply  No  N/A  Comment \_\_\_\_\_

20. Incidental expenses, such as refreshments, travel, and accommodation, will not normally be funded.

Yes, comply  No  N/A  Comment \_\_\_\_\_

21. HPC may specify that funding for specific items or services within the grant application will only be honoured by direct payment to providers of such items or services.

Yes, comply  No  N/A  Comment \_\_\_\_\_

22. Where an asset of £500 or more is being considered as part of an application, the applicant must be prepared for HPC to purchase the asset and allow it to be used by other community groups, at HPC's discretion. Alternatively, it may be appropriate for the applicant to own the asset but to make it available to other community groups, at HPC's discretion and direction. HPC may make stipulations regarding the care, maintenance and insurance of such assets.

Yes, comply  No  N/A  Comment \_\_\_\_\_

23. HPC will normally require some recognition of their having funded the event or assets for which they have provided finance. This may be, for example, in the form of logo/message appearing on Event posters/literature, or a notice affixed to an asset – details will depend on the application.

Yes, comply  No  N/A  Comment \_\_\_\_\_

24. All applicants receiving a grant must within three months of the award submit to the council copies of receipts or invoices for which the purpose of the grant was made.

Yes, comply  No  N/A  Comment \_\_\_\_\_

25. HPC will normally require an "Outcomes Report" to be completed at an appropriate time, describing the actual outcomes of the project, to help HPC assess whether the "community" aims of its grant scheme is delivering appropriate results.

Yes, comply  No  N/A  Comment \_\_\_\_\_

If you believe you can meet these stipulations, provide the brief details of your organisation and the project below, and then complete the "Preliminary Checks" tick boxes in the form below.

Name of Applicant Organisation \_\_\_\_\_

Brief Description of Project/Event

Amount of Grant Requested: \_\_\_\_\_

To spend on what?

Contact details:

Name:

\_\_\_\_\_

Phone:

email:

\_\_\_\_\_

\_\_\_\_\_

Title (within the Applicant Organisation) :

\_\_\_\_\_



## **Handforth Parish Council Grant Award Process**

### *What happens next?*

#### **Preliminary Checks Stage**

Submit the completed “Preliminary Checks” form to HPC's Parish Clerk, even if you have ticked “No” to some of the stipulations – if you can supply good reasons for continuing with the application process, we *may* consider it. You wish to go to the next stage, complete the two-page Grant Application form and deliver it, together with the Preliminary Checks form, to the Parish Clerk. At this preliminary stage, it is not necessary to provide all the ancillary information we may (probably will) be wanting if the application goes to the next stage.

#### **Formal Application Stage**

If we DO accept the preliminary check answers, you will be invited to complete a full application form – this, and your Preliminary Checks form, will be considered together.

Supply all the ancillary information indicated within the application form and in the Preliminary Checks form. (For example, this may require a copy of your constitution, accounts information and financial forecasts, bank statements, quotations for the supply of goods/services, etc.)

The complete application will then be circulated to all councillors. Depending on the questions councillors raised, it is likely that two councillors along with the clerk will meet with the applicant to discuss the grant application and ask any pertinent questions raised by councillors.

#### **Hearing by Finance Committee**

The grant application will then be submitted to a meeting of the HPC finance committee, called specifically to debate the grant application and allow a representative of the applying organisation to attend to answer any further questions. This is an open public meeting.

#### **Decision by full Council**

The meeting of the finance committee will then pass its recommendation to the next full council meeting with respect to the award of any grant.

Throughout this process, your principal contact will be:

The Parish Clerk

Handforth Parish Council

The Youth Centre

Old Road

Handforth

Cheshire

SK9 2AB

01625 523330

[clerk@handforth.org.uk](mailto:clerk@handforth.org.uk)