

Hampstead Norreys Parish Council - Small Grants Awards

Standard Criteria/Conditions/Guidelines of Grant Aid

Introduction

Hampstead Norreys Parish Council is committed to supporting and strengthening the many community groups and organisations that help to make a positive difference to the residents in the Parish. Please read the following guidance before applying.

Standard Criteria - Any organisation may apply for a grant, provided that:

1. The organisation would normally be non-commercial and operated with no undue restrictions or limitations on membership within the remit of the group.
2. The organisation has clearly defined aims, objectives and operational procedures.
3. The organisation must be undertaking a project or must be providing a service which can be demonstrated to be of real benefit to the people of Hampstead Norreys Parish.
4. The organisation can demonstrate evidence of its need for financial support. Payment will not be made where the organisation could reasonably meet costs from their own or other available funds. Organisations may need to submit copies of their most recent accounts to provide proof of their current financial situation.
5. The organisation is based within the geographical boundaries of Hampstead Norreys Parish or immediately adjoining, although consideration may also be given for organisations based outside of this area, or who are a national organisation.
6. The organisation has a bank/building society account in the organisation's name with evidence of financial control.
7. The organisation makes only one application per Parish Council financial year. Applicants are expected to demonstrate that they will raise a minimum of 50% of the grant purpose and therefore grants will not normally be awarded for more than 50% of the cost of the project and will not normally exceed £1,000.

Standard Conditions

1. The grant can only be spent in accordance with the purpose for which it is given. The Parish Council may require evidence/evaluation that the grant was used for the purpose for which it was awarded and any conditions imposed on the grant will have to be satisfied.
2. The Parish Council reserves the right to recover the grant, and/or moveable equipment purchased with grant money, if the organisation ceases to operate or if the grant is not used for the purposes specified in the application.
3. The Parish Council may require applicants to attend a meeting to explain their application or provide further information.

Process Guidelines

1. The Parish Council may award either the whole or a proportion of the amount requested or support may be given to specific items within an application.
2. The award of a grant in any previous year is no guarantee that an organisation will be successful with any current proposal.
3. The Parish Council will use the standard criteria (listed above) in its consideration of grant applications but reserves the right to take into account special or unique circumstances.
4. The total number of grants awarded may vary from year to year and the Parish Council is under no obligation to make any awards at all.
5. The Parish Council encourages applicants to give consideration to other grant application opportunities available to them.
6. The Parish Council's decision (in considering, awarding or rejecting an application for a grant) is final.