



# Hartlebury Parish Council

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Council phone number - 07341-372139

## Grants Policy November 2024

### 1. Introduction

To qualify for an award the applicant must be able to demonstrate that any funding from the Parish Council will benefit the Parish, or residents of the Parish.

In determining the validity of an application, the Council will refer to the following guidelines:

***Please note that grants will only be awarded IF the Parish Council have sufficient funds in their budget.***

### 2. Applications will be considered for the following purposes:

For assisting organisations which support the needs of the people of Hartlebury.

For the purpose of purchasing equipment either in part or in full.

For the funding of transport that will enable group members to partake in a group trip or outing regardless of their incomes.

For training activities or to purchase the expertise of an outside trainer/instructor/facilitator.

For hosting special events or celebrations.

For the provision of recreational facilities.

### 3. Conditions

Grants will not normally be awarded to individuals.

Any application to include the level of grant being requested.

Additional applications within a 12 month period will not normally be considered.

The award must be used for the purpose for which the application was made.

If the group is unable to use the award for the stated purpose, all monies must be returned to the Parish Council.

All awards must be properly accounted for and invoices or documentation must be submitted to the Council as evidence that the grant has been used for the purpose for which it was awarded, together with a feedback report or supporting photographs on the benefits or met objectives, within 6-12 months following the award. If the Parish Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded.

Donations to Registered Charities in response to a general fundraising appeal may be considered if there is seen to be a benefit to the residents of the Parish.

#### 4. Eligibility

Any Charity, Voluntary Group or Community Organisation operating within the parish.

Agencies that operate within the Parish and are of benefit to the local community.

The Parish Council will not fund activities that it considers to be the responsibility of a Statutory Authority.

#### Please note that applications will NOT be considered:

- from organisations intending to support or oppose any particular political party, or to discriminate on the grounds of race, religion or gender etc
- from national organisations or local groups that have access to funds from national “umbrella” or “parent” organisations
- from private organisations operating as a business to make a profit or surplus
- from local groups whose fund raising is sent to their national HQ for redistribution (ie “upward funders”)
- for projects which benefit individuals
- for day-to-day running costs and salaries
- for expenditure which has already been incurred



# Hartlebury Parish Council

## Grant Application Form

Please read the Council's policy for awarding grants before completing this form.

<b>Name of Organisation</b>	Hartlebury Station Friends
<b>Name, address and telephone number of Contact</b>	Ed Hancocks (Lead Adopter) Torton Farmhouse, Torton Lane, Hartlebury. DY10 4HX
<b>Nature of Organisation</b>	Non profit Community Group

<b>Number of Members - % living in Parish</b>	16 (100% living in Parish)
<b>How does the organisation benefit the community?</b>	The group has been set up as part of the West Midlands Railway 'Adopt a Station' Initiative which is part of a Nation wide scheme to enhance the experience of rail travel via Community Rail Partnerships. The group will enhance the environs of the station at Hartlebury by using the skill of parishioner volunteers through planting, displays of artwork and information -to include village and station history, links to walking routes, local destinations and in doing so promote sustainable travel to and from the station. Membership is open to any parishioner, the group encourages community involvement for health & wellbeing and social development.
<b>Amount of grant sought</b>	£ 500
<b>Purpose of grant</b>	Joining Rail Industry organisations for funding streams £70 Wild flower area planting to encourage biodiversity £100 Posters and flyers for recruiting £20 Web page design and 1st Year - to provide and secure a focus for info about the group and its records of the village and station £350
<b>Total cost of project</b>	£ 500+
<b>Other sources of income</b>	Donations / Grants / Rail Industry Organisations. Volunteers not only give up time to get involved (both in working parties and meetings - over more than 200 hours so far) and also contribute tools, materials, plants, ideas and enthusiasm. The estimated value of in kind contributions is already several hundred pounds. Donations have been received from outside the group of plants and compost. We will be asking for donations for our projects from local businesses and other organisations.
<b>Additional information relevant to application</b>	The group is a not for profit organisation with a constitution (provided) and a new bank account. It has no funds of it's own and therefore relies on grants/gifts. It has been run on the goodwill and contributions of members but this is not sustainable in the longer term. The group has a 5 Year plan to improve the first impressions of the village on arrival at the station and make waiting more interesting by providing visual stimulus through information about Hartlebury and it's station on new display boards. We aim to involve as much of the community as possible

26th

**Date and Signature**

Friday 26th June 2026  
A.E.H.Hancocks

**Position within the organization -**

Hartlebury Station Lead Adopter  
Chairperson for Hartlebury Station Friends