Hartlebury
Parish Council

Clerk to the Council – Clare Shinner. Email clerk@hartlebury-pc.gov.uk
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.

Name of Organisation	Hartlebury Station Friends
Name, address and telephone number of Contact	Ed Hancocks Torton Farmhouse Hartlebury
Nature of Organisation	Community Group

Number of Members - % living in Parish	18	
How does the organisation benefit the community?	Improves the environment	
Amount of grant sought	£250 **£**	
Purpose of grant	Planter for platform 2 First of 6	
Total cost of project	£250 **£**	
Other sources of income	None apart from donations	
Additional information relevant to application	Planter from Worcester Timber Products £150 Compost and plants as recommended by Cooks Garden Centre -MIxture of John Innes No3 and Multi Purpose £5 and £4 (£45) Plants at £1.80 x30	

Date and Signature Ed Hancocks
Position within the organization - Hartlebury Station Lead Adopter