

# Hutton Henry & Station Town Parish Council

## Grant Awarding Policy

### 1. Policy Statement

**Hutton Henry & Station Town Parish Council aims to improve the quality of life for residents in Hutton Henry and Station Town through encouraging a safe and vibrant community. As such we are committed to supporting and strengthening networks with community groups that help to make a positive difference to the villages.**

### 2. Introduction

Hutton Henry & Station Town Parish Council is funded by the residents of Hutton Henry and Station Town via the precept and therefore has only limited funds available to assist community organisations located within and working for the benefit of the community.

The Council's financial support is provided by way of grants/donations which are decided against criteria set by, and which can be amended by the Parish Council.

### 3. Definitions

A **grant** is awarded for a particular defined purpose. A **donation** is awarded for general purposes.

### 4. Policy and Procedure

- i. At the discretion of the Council, grants are awarded to community organisations which demonstrate a clear need for financial support and must have a specific benefit to residents of Hutton Henry and Station Town and comply with the council's vision.
- ii. The organisation applying for a grant must be 'not for profit' or charitable. The Parish Council cannot make donations to individuals unless the Community directly benefit.
- iii. Grants will not be made retrospectively and only one application for a grant will be considered from each organisation in any one financial year (April to March).
- iv. Where an organisation requests a commitment of funds over a period of years an explanation of the reasons for medium term funding is required. The commitment to funding would not normally exceed four years. The Council may seek a meeting with the applicant to explore what the organisation is applying for and trying to achieve.
- v. The Council may request that applicants provide written feedback explaining how the grant/donation has benefited their group/organisation. If feedback is required, this will be communicated in the decision letter.
- vi. The Parish Council will assess applications with reference to the number of Parishioners likely to benefit, or whether any category of Parishioners would receive specific benefit. Where a request for a grant/donation is agreed, the Council shall determine the amount, using the figure stated by the applicant as a guide only.
- vii. The grant or donations shall be used only for the stated purpose otherwise the monies shall be returned to the Council, except where the Council's prior written consent has been given for the funds to be used for another purpose.
- viii. The Council reserves the right to request repayment of any grant/donation where an applicant does not comply with these conditions.
- ix. The Council's decision on any application is final and there is no right of appeal.
- x. The Council reserves the right to decline any application without giving reasons for its decision.

- xii. Where a Member of the Council is a member of a group/organisation applying for funding, that Member must declare, in accordance with its Code of Conduct, an interest in the matter and refrain from voting. Advice may be sought from the Monitoring Officer.
- xiii. The Parish Council must be credited in any publicity arising because of the award of a grant.

## **5. Process**

- i. The Grants budget will be set annually as part of the general budget setting process.
- ii. Subject to funds being available, applications will be invited throughout the year.
- iii. Applicants will be required to complete an application form and return it to the Parish Clerk (see attached)
- iv. Applicants will need to:
  - provide details of their aims and purpose;
  - provide details of project or activity;
  - provide details of proportion/number of beneficiaries living in the electoral area;
  - demonstrate a clear need for funding.
- v. Organisations will be required to provide a copy of their constitution or identify the aims and objectives of their organisation
- vi. All applicants will be contacted within two weeks of the Council' decision

## **6. The Parish Council will not fund the following:**

- Organisations that do not provide a service to the community in Hutton Henry or Station Town.
- Individuals or appeals supporting an individual.
- General appeals.
- Statutory organisations or the direct replacement of statutory funding.
- Political groups or activities promoting political beliefs.
- Religious groups where funding is to be used to promote religious beliefs.
- Arts & sports projects with no community or charitable element.
- Medical research, equipment or treatment.
- Animal welfare.

## **7. The Next Step**

- i. Complete the Grant Application Form which is attached to this policy
- ii. Forward together with copies of your constitution/or information as shown on the form.

# Hutton Henry & Station Town Parish Council

*Chairman: Cllr. K Knight*

*Clerk to the Council: Lisa Hall*

*8 Jamieson Terrace, South Hetton, Co. Durham, DH62SR*

*Tel. 07554 688217*

*Email: [hhstparishcouncil@outlook.com](mailto:hhstparishcouncil@outlook.com)*

## Funding Application

All applications for donations/grants must be made by completing this application form and forwarded to Lisa Hall (Parish Clerk) via email or post using the details shown above.

The Parish Council meets on the 2<sup>nd</sup> Monday of each month (except August) and your application must reach the Parish Clerk at least 10 days before a meeting in order that it can be placed on the agenda for the meeting. Applications received after this time will not be considered until the following month.

<b>Your Organisation</b>	
<b>Name of Organisation</b>	
<b>Contact name &amp; position</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>E mail</b>	
<b>Brief Description of the organisation</b>	

I confirm that the information I have given is, to the best of my knowledge, a true and accurate statement.

Signature:

Position in Organisation:

Date:

<b>Your project</b>	
<b>What would you like to do?</b>	
<b>When will this take place?</b>	
<b>How long will it last?</b>	
<b>Where will this take place?</b>	
<b>Who will be involved?</b>	
<b>What is the total cost?</b>	

<b>How much are you seeking from the Parish Council?</b>	
<b>Please explain how your project will benefit the local community</b>	
<b>Please include any additional information with this application</b>	
<b>Constitution</b>	<b>Yes / No</b>
<b>If a written constitution does not exist then please give details of the following:-</b>  <b>1. Aims and Objectives of your organisation</b>    <b>2. Membership Criteria</b>    <b>3. Officers/management</b>	

## **Donations and Grants Policy – Privacy Notice**

Here at Hutton Henry & Station Town Parish Council, we take your privacy seriously and will only use your personal information to provide the products and services you have requested from us or have consented to us providing or as required by law. To satisfy the requirements of the Data Protection Act 2018, the Council is obliged to make it clear to you how we use your personal data, who we might share it with and to give you certain other information.

### **Handling your personal information**

All grants/donations are administered by the Council; therefore, we are the data controller for personal data collected through the application process.

### **What data will be collected?**

We will collect your name, organisation name, contact details, certain details about your organisation and bank details. Much of the data that we collect will not be personal data, but some will be.

### **What do we do with the information you give us when you apply for a grant?**

The data is collected to decide if you qualify for a grant and, if you do, to pay the grant. We will also use the data for audit purposes and to detect and combat fraud.

### **How long will we keep the information you give us when you apply for a grant?**

We will keep the information for three years after your application for a grant, or the payment of the last instalment of any grant, if later.

### **With whom might we share the information you give us when applying for a grant?**

We will share your information with our bankers to enable any payment of grant to be made. We may also share it with the local authority for monitoring and evaluation purposes, as well as for prevention and detection of fraud and/or other criminal activities, as well as for suspension and/or recovery of the grant where necessary.

### **What is the lawful basis for processing the information you give us when you apply for a grant?**

Processing your information is necessary for the performance of a task carried out in the public interest, namely the administration of grants.

### **Who is the data controller and how can I get in touch?**

Hutton Henry & Station Town Parish Council is the data controller. You can contact us by email at [hhstparishcouncil@outlook.com](mailto:hhstparishcouncil@outlook.com) or by phone on 07554 688217.

### **What rights do I have about my data?**

You have the right to request access to information about you that we hold. To make a request for your personal information, contact our Data Protection Officer, whose details are above.

You also have the right to:

- Withdraw your consent to us processing your information
- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.