

COLNEY HEATH PARISH COUNCIL

- ✉ Address: Highfield Park Visitor Centre, Hill End Lane AL4 0RA
☎ Telephone: (01727) 825 314
💻 Website: <https://colneyheathparishcouncil.gov.uk>
✉ E-mail: clerk@colneyheathparishcouncil.gov.uk



GRANT AWARDING POLICY 2024-25

POLICY STATEMENT:

A GRANT OR SUBSIDY IS ANY PAYMENT MADE BY THE COUNCIL TO BE USED BY AN ORGANISATION OR INDIVIDUAL FOR A SPECIFIC PURPOSE IN THE FURTHERANCE OF THE WELL BEING OF THE LOCAL COMMUNITY, EITHER GENERALLY, OR FOR A SPECIFIC PURPOSE AND WHICH IS NOT DIRECTLY CONTROLLED OR ADMINISTERED BY THE COUNCIL.

GENERAL

1.1 The contribution made by the many organisations and individuals to the well-being of the local community is recognised by the Council as important to our society. The purpose of any grant or subsidy given by the Council is to support initiatives in the local community and to help create opportunities for the residents of Colney Heath Parish that are not, as a matter of course, funded by the Council.

1.2 These notes have been prepared to explain the main details of the Council's Grants/Subsidy Scheme. Please read them carefully before you complete the application form.

1.3 Although the Council will give as much help as possible, the administration of and accounting for any grant or subsidy shall be the responsibility of the recipient.

1.4 There is a limited budget each year and guidance will be given to applicants as to how much money is available in a specific financial year. For 2024/25 this amount has been agreed as £3,000. It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided. It is expected that applicants will seek advice from Council Officers on these matters.

1.5 The scheme provides start-up awards for new as well as grants for existing organisations.

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1.6 Grants/subsidies are awarded once a year in October 2024. If monies remain in the budget there will be a second round of applications, if agreed by Council the dates for the second round will be confirmed on the schedule on page 4 of this policy.

CONDITIONS OF FUNDING

1. Applications will be considered from individuals as well as organisations.

Applications will be considered for day-to-day running expenses and individual projects.

2. Applications WILL NOT be considered from:

- Organisations intending to support or oppose any political party or to discriminate on the grounds of race, religion or sexual orientation.
- Private organisations operated as a business to make a profit or surplus.
- “Upward funders”, i.e. local groups whose fund raising is sent to their central HQ for redistribution.

3. Applications will not normally be considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.

4. Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.

5. Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the Parish.

6. The organisation will normally be expected to have clearly written aims and objectives, a written constitution and membership rules, copies of which should be submitted as part of the application. In addition, an organisation must demonstrate that

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it is properly managed and able to run its affairs responsibly. Individuals should include references to back their application. For good governance all organisations should include the last 12 months of meeting minutes along with the minute where the organisation approved the application for the grant.

7. All applications must demonstrate clearly how a grant or subsidy will be of benefit to the local community within the Parish.

8. An organisation is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous two financial years or, in the case of a newly formed organisation, a detailed budget and business plan.

9. An organisation is required to have a bank account in its own name with two authorised representatives required to sign each cheque.

10. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.

11. Each application will be assessed on its own merits and will be considered along with other applications and must be submitted by the deadline. To ensure as fair a distribution as possible, the Council will consider the amount and frequency of previous awards.

12. Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities.

13. The Council may make the award of any grant or subsidy subject to such additional conditions and requirements, as it considers appropriate.

14. The schedule for the allocation of grants, payment of awards and all other details will now be proposed and agreed at the July Full Council meeting.

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Schedule for Application, Notification and Payment of Grants 2024/25

| Date | Action |
|-----------------------------------|---|
| 25 th July 2024 | Council to agree documentation and timetable |
| 1 st August 2024 | Applications for financial year 2024/25 open |
| 3 rd October 2024 | Deadline for applications |
| 31 st October 2024 | Full Council to decide and assess applications |
| By 15 th November 2024 | All applications notified of outcomes |
| 29 th November 2024 | Payment of successful applications by BACS |
| If funds remain | |
| 1 st November 2024 | Second round applications for financial year 2024/25 open |
| 2 nd December 2024 | Deadline for applications |
| 12 th December 2024 | Full Council to decide and assess applications |
| 20 th December 2024 | All applications notified of outcomes and payment by BACS |

This Policy and grant application form was reviewed, amended and resolved reference 24/25 Item 27c.

**Signed by Mrs L Peters LCGI PSLCC CPFA CiLCA
Clerk to the Council**

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Appendix

GRANT APPLICATION FORM 2024/25

General information

Colney Heath Parish Council has a limited budget to make grants on a discretionary basis to voluntary organisations and community groups that provide services that benefit the economic, environmental and/or social well-being of residents of the Parish of Colney Heath. This includes, but is not limited to:

- Capital grants for equipment
- Revenue grants to pay running costs and salaries for one year
- Funding for particular events
- Funding for particular projects

In deciding on the allocation of grants, the Parish Council will take into account the financial status of the organisation/group and who in the community will benefit from the grant.

To enable the Parish Council to make this assessment, please provide as much information as possible in order to support your application. Where information has been requested please indicate that the information asked for has been enclosed on the application.

| <i>Please provide a name and contact details of the best contact for your organisation</i> | |
|--|---|
| Name of the organisation/group | |
| Grant requested in £'s | £ |
| Name of Contact person for application | |
| Address of Applicant | |
| Contact Telephone Number | |
| Email | |
| Data Protection Act | All the information you enter on the application form will be stored and held in accordance with General Data Protection Act 2018 and used by Colney Heath Parish Council only for the purpose of analysing and recording grants. |

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| <i>Please give us details of your organisation/group</i> | | |
|---|-----------------|----------------------------------|
| Where does the organisation meet? | | |
| What are the aims of the organisation? How do these aims benefit the economic, environmental, and/or social well-being of residents of this Parish? | | |
| Approximately how many and what type of Colney Heath Parish residents will benefit from the grant? (Please give a realistic figure and explain in words) | | |
| How would the grant benefit the local Community within the Parish? | | |
| If you are an educational, health or social group/organisation please describe how you are working in partnership with other groups? | | |
| In what areas within the Parish will the money be felt the most? Colney Heath Village, Sleapshyde, Tyttenhanger, Smallford. | | |
| Are you a registered charity? | Yes / No | Registered charity number |


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| <i>Please tell us the amount that you are applying for and how the money will be spent. Please provide as much supporting information as you can.</i> | |
|---|--|
| How will the money be spent? | |
| Copies of quotes or other relevant documentation have been attached? Please note what is attached. | |
| Please provide a copy of your latest audited accounts – confirm here these are attached. | |
| Please provide a copy of your written & approved aims, objectives, constitution, and membership notes – confirm here these are attached | |
| Please describe the governance and management arrangements for your organisation. | |
| Please provide the dates of your meetings held in the last 12 months, minutes should be provided to the Parish Council or a link for download and should include a minute stating your organisation has given agreement to proceed to apply grant for this project | |
| What is the organisation’s estimated income and expenditure for the year? | |
| Have you applied for any other grants in this financial year? Please provide details. | |

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| | |
|---|--|
| <p>Describe the extent to which funding has been sought and/or secured from fund-raising activities or detail any planned fundraising</p> | |
| <p>Please confirm that there is a bank account in the name of the organisation which 2 authorised reps are required to sign</p> | |
| <p>Any further information in support of your application Include separate sheets if necessary</p> | |
| <p>I confirm that, as far as I know, the information contained in this application is true and accurate.</p> <p>Signed.....</p> <p>Name.....</p> <p>Position in the organisation.....</p> <p>.....(date)</p> | |
| <p>Please return the completed form, together with supporting information, to: Clerk of the Council, Highfield Park Office, Highfield Park Trust Visitor Centre, Hill End Lane, St Albans, AL4 0RA or by email to clerk@colneyheathparishcouncil.gov.uk no later than 5pm on 3rd October 2024</p> | |