HUNDLEBY PARISH COUNCIL

GRANT AWARDS POLICY

Last Review:05/10/2026
Next Review :10/2028

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1. INTRODUCTION

1.1 Hundleby Parish Council seeks to work in a positive and proactive way. We want to encourage and support local voluntary community groups. This small grant award is open to new and established groups working for Hundleby community benefit. We are empowered to award grants by the Local Government Act 1972, section 137. We will decide each year when we set the budget how much is available.

2. AIMS

2.1 We want to ensure that the grant making process is open and transparent. We want to support local people and define the groups who may apply. We want to set out the basis for applying in a clear format.

3. WHO MAY APPLY

2.2 New and established groups that exist for the benefit of Hundleby residents. The prime purpose of the group being the wellbeing of others. Individuals or private businesses may not apply.

Groups must have

a) a constitution or written aims, objectives and supporting documents
b) at least 3 members
c) a bank account with at least 2 signatories
d) current financial data i.e your last three months bank statements

4. WHEN TO APPLY

4.1 You may apply on behalf of your group at any time during the year. You may apply every year although you may not expect to get a grant every year. We will consider grant applications as and when they come in. You may not apply for a grant for items you have already purchased.

5. WHAT TO APPLY FOR

5.1 You may apply for a grant for your group, to be used for items, equipment or resources to help your group. You may apply for learning and development opportunities. It is purely for

not-for-profit activities. You may want to apply for one-off community projects.

6. HOW TO APPLY

Please apply to the Clerk using the form below. Feel free to add more information in a separate email or letter if you need more space. Answer all the questions fully to give the best chance of success. The Clerk will ask for further information if needed.

Hundleby Parish Council Grant
Award Application Form

Name of Group

Name of Applicant

Role in group i.e Chair, Treasurer, Secretary

E-Mail Address

Phone Number

Please attach written documents of your aims & objectives or a copy of your constitution

How many members in your group

How many members are Hundleby Residents?

How much are you applying for?

What do you want to spend the money on

Give details of costings

Bank account details for your group
A/C Name
A/C Number
Sort Code

Name of signatory 1

Name of signatory 2

If successful you will need to prove that you have used the money for these purposes. Keep all receipts and invoices.

Please attach the last three months statements of your bank accounts.

I sign to confirm that I have given full, accurate and truthful information.

Sign and date.....……..…...

Thank you for applying for this grant. Your application will go to a meeting of the full Parish Council. They will consider it against the criteria in this grants policy. The decision made will be noted in our minutes with a minute reference number.

Date Hundleby Parish Council received grant application……..

Decision and minute reference