

# Hedon Town Council

## Guidance Notes for the Grants Fund

The council awards grants to voluntary organisations and community groups, which in the opinion of the Council are in the interests of the town and will benefit them in a manner commensurate with the expenditure and where financial need is demonstrated.

All applications will be considered on their individual merits. The final decision on assessment of applications and the level of any award offered lies with the Council.

### You can apply if you fit the following criteria

- You are a not-for-profit group operating for the benefit of the community in Hedon
- You have a constitution or set of rules
- You have a Bank/Building Society account with at least two signatories

### What the Council will not fund

- Loan repayments
- Retrospective applications where the activity or project has already been carried out
- Religious or political activities unless unrestricted community benefit can be demonstrated
- Applications for the benefit of an individual
- Any group that has received a grant from the Council within the current financial year
- Any group whose aims the Council considers to be working within a business or profitmaking remit

### Amount of Grant

- Applications for up to £2000 will be considered
- required to meet a significant proportion of the estimated cost of the project

### Conditions

- If the grant is put to purposes other than those for which it was awarded without the prior approval of the Council, the recipient organisation shall be required to repay the grant
- The organisation shall supply copies of the latest set of its accounts together with any other financial information the council may need
- The organisation should supply such information as the Council may request regarding the impact of the project on Hedon or its inhabitants
- Recognition of the grant from the Council must be made in any publicity
- Within a period of time set by the parish council, and where a grant is in excess of £500, the group to whom the award of a grant is made is required to submit a written report explaining how the grant has been used

### How the application is considered

The Council will consider applications on the following basis:

- How well the grant will meet the needs of the community
- How effectively your group will use the grant
- Whether the costs are appropriate and realistic
- Level of contributions raised locally
- Whether the applicant could reasonably have been expected to obtain sufficient funding from a more appropriate source
- How the grant positively benefits residents residing within Hedon.

***If you need any help completing the application form please ring the Town Clerk on 01482 898428 for assistance.***