

Hevingham Parish Council

Grant Awarding Policy and Application Form

About the Scheme

The Parish Council has a small amount of money each year to allocate to organisations that benefit the parishioners of Hevingham. Applications will be considered which support the objectives of the council – reduce rural isolation and deprivation; improve road safety; the support of youth activities; the support of sporting activities. Those organisations need not necessarily be in the parish but must show evidence of our parishioners benefiting from the project.

Eligibility

The following criteria must be met for a group to be considered for a grant:

- The group must be a charity, voluntary or community organisation
- The group must be able to demonstrate that any funding from the Parish Council will benefit the residents of Hevingham
- The group must be able to demonstrate that there is a 'need' for the funding
- The group must be formally constituted and have a management committee.

No grants can be made to individuals.

Scope of grants

Applications will be considered for the following purposes (at the discretion of the Parish Council):

- For purchasing equipment either in part or in full
- For funding of transport that will enable group members to participate in a group trip or outing regardless of their incomes
- For training activities or to purchase the expertise of an outside trainer or facilitator
- For activities that raise the profile of the group
- For running costs of a viable group that is experiencing a period of hardship
- For hosting special events or celebrations
- For the provision of recreational facilities
- For funding expenditure required to fulfil mandatory, legal or safety requirements.

Conditions

- Multiple applications within a 12 month period will not normally be considered
- Prior approval of the Parish Council is required for any change of purpose of the grant. The Parish Council reserves the right to reclaim any grant not being used for the purpose specified in the application
- All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If the Parish Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded

Application process

Applications should be made by completing the Funding Application Form at the end of this document. For established organisations, a copy of the latest set of annual accounts and balance sheet will be required. For new organisations, evidence of a planned budget will be required.

Applicants will be informed of the meeting at which their application will be considered and will be invited to attend. Applicants will be notified of the decision made following that meeting.

The Grant Process

Applications will be considered at the end of the year by the Parish Council, so applications must be received by the Parish Clerk by the end of October. Applications should be made on the grant application form which is at the end of this document. Successful applicants will be notified following that meeting and will be paid via bank transfer. Note that the maximum amount of any grant is likely to be £250, and organisations can only apply for one grant for any one project.

Promotion

The Parish Council will ask for recognition from successful groups in the form of promotion of the Parish Council in newsletters or any press releases. The Parish Council will also recognise successful groups in its own reports to parishioners.

Adopted 6th April 2021
To be reviewed annually
Last reviewed 17th September 2025

Funding Application Form

For all not-for-profit groups and organisations meeting within the parish, and operating for the benefit of the residents of Hevingham.

Name of Group/Organisation

Registered Charity Number (if applicable)

Purpose of Group/Organisation

Current Membership

Age Range	Under 5	5-12 yrs	13-19 yrs	20-54 yrs	55 +	Total Overall	Total from xxx parish
Female							
Male							

Current Officers	Name	Address	Tel. No
Chairman			
Secretary			
Treasurer			

Sources of Regular Funding

Subject of Application

Other Financial Sources being pursued

Documents to be sent with application:

- copies of two written quotations / estimates for all costs involved

For established groups:

- latest set of accounts and balance Sheet
- details of current financial position

or for new groups:

- a planned budget

Project details and reason for application:

Total Cost of Project £

Amount requested from Parish Council £

Declaration: The above information is submitted to the Parish Council and is correct to the best of my / our knowledge.

Signature of Applicant:

Printed Name:

Position in Organisation:

Date:

Please note that the Parish Council likes to meet with all applicants, the Parish Clerk will let you know at which meeting this application will be considered.

Please send this completed form, together with supporting information to the Parish Clerk: Mrs K Medler. Applications can either be posted to: Oak House, 8 The Turn, Hevingham, Norfolk, NR10 5QP or emailed to: clerk@hevinghamparishcouncil.gov.uk.

Data Protection

The data contained on this form will be retained for the purposes of this grant and, if you are successful, within the Council's accounts for the required seven years. The data is held securely and will not be shared or be used for any other purpose.

As a data subject you have detailed rights including: right of access to your own personal data, right of correction, erasure and to object to processing and the right to lodge a complaint with the Information Commissioner (the ICO).

More information regarding how the Parish Council handles data can be found in its privacy statement.

Equality & Diversity

The Parish Council has an Equality & Diversity Policy which can be viewed on the Council's website at [Hevingham Parish Council | Documents \(wixsite.com\)](http://Hevingham Parish Council | Documents (wixsite.com)). Alternatively a hardcopy can be provided on request.