HELMDON PARISH COUNCIL
SMALL GRANTS & DONATIONS AWARDING POLICY

Helmdon Parish Council is committed to providing assistance and support to local community groups. The Council runs an annual small grant scheme and village groups and clubs are invited to apply. This policy sets out the procedure and terms and conditions of the small grant process.

A - Application process

1. Applications for grants must be made between 1st – 23rd June. Grant applications received outside of that period will not be considered for that financial year.
2. All applications must be made using the Small Grant application form (see appendix A) and available on www.helmdonparishcouncil.gov.uk or requested from the Clerk.
3. The Finance Committee will consider the applications in their meeting at the beginning of July.
4. The Parish Council will consider the recommendations of the Finance Committee in the main meeting at the end of July.
5. Successful applicants may be invited to attend the following Annual Village Meeting to provide a report about how the grant has benefited their organisation.

B - Notification and payments

1. All applicants will be notified of Parish Council decisions by the Parish Clerk.
2. If an application is successful, payment will be made to the Organisation by bank transfer.

C - Grant conditions

The following conditions apply:

1. Grants will be awarded up to a maximum of £400[1].
2. All applications must directly benefit the Parish of Helmdon and its parishioners.
3. Grants cannot be issued to individuals.
4. Applicants must be non-profit organisations where membership is open to the local community, except where membership restrictions are permitted by law (e.g., single-sex organisations such as Girlguiding, or age-restricted youth and senior groups).
5. Grants cannot be made to fund political activities.
6. Grants must be for a specific cost or project, they cannot be requested for general reserves.
7. Applicants must provide the Clerk with a copy of their most recent audited accounts. Successful applicants may be required to provide the Council with an update during the year, providing details of how they have spent the grant money.
8. Only one grant will be given to any group or organisation, or for any particular purpose in any financial year.
9. Grants will not be awarded after the relevant event or project has been completed.
10. Where an application is successful, the Council shall determine the amount, using the figure requested by the applicant as a guide only.

[1] Unless the Council considers that there are exceptional circumstances

11. The Parish Council has limited funds and cannot make substantial grants – for large projects other bodies should be approached for financial assistance.
12. The Council reserves the right to request repayment for any grant where an applicant does not comply with these conditions.
13. The Council's decision on any application is final and there is no right of appeal.
14. The Council reserves the right to decline any application without giving reasons for its decision.
15. Where a Councillor is a member of a group/organisation applying for funding, the Councillor must declare an interest in the matter and refrain from voting.
16. Nothing in this policy prevents the Council from providing a donation to a group, organisation or project at any other time.

D – Donations

1. Whenever the Parish Council approves a donation, the purpose for which the donation is made shall be expressly stated in the resolution and recorded in the minutes, and the recipient shall be informed that the donation is to be used for that purpose unless the Council subsequently agrees otherwise.

Amended – September 2026

Date for next review: September 2028

APPENDIX A

HELMDON PARISH COUNCIL SMALL GRANT APPLICATION FORM

Please note that this application will only be considered if it is accompanied by a copy of the latest set of annual accounts showing the organisation's income, expenditure and level of balances.

By submitting an application, you are confirming that you abide by the grant conditions in Helmdon Parish Council's Grant Awarding Policy.

PLEASE COMPLETE IN BLOCK CAPITALS AND RETURN TO THE CLERK BY 23rd JUNE 2027

Name of Organisation:					
Registered Charity no (if applicable):		**No of Members:**		**No of members in the Parish:**	
Purpose of Organisation:					
Contact Name:					
Contact Address:				**Telephone no.:**	
Email:					
Amount requested:	**£**	**Bank Account no:**		**Sort Code:**	
Purpose of Grant:					
Other bodies already approached for funding:					

This Section for Parish Council use:

Date application received:	Date payment sent:	
Amount of Grant offered: £	BACS:	Cheque/FPS No.:
Finance Committee recommendation: Approved: Yes/No Date:	Parish Council decision: Approved: Yes/No Date:	