



EAST HANNINGFIELD PARISH COUNCIL

Clerk and Responsible Financial Officer: Miss Lucy White, CiLCA, BA(Hons)

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🌐 www.easthanningfield-pc.gov.uk



GRANT POLICY

1. Purpose

East Hanningfield Parish Council sets aside a small budget annually to support local groups, charities and non-profit organisations that provide services or projects which directly benefit the residents of the parish.

2. Budget & Limits

- The **total grant fund** for 2026-2027 is **£600.00**.
- The **maximum award per application** is **£200.00**, unless varied by resolution of the full Council.

3. Eligibility

Applications will only be considered from:

- Voluntary, non-profit, or charitable organisations operating within or providing a direct benefit to East Hanningfield.
- Organisations with a formal constitution or governance document.
- Groups with a dedicated bank account (grants cannot be paid to individuals).

Grants **will not** be awarded to:

- Commercial or profit-making organisations.
- Political parties or campaigns.
- Individuals.
- Religious organisations (except where projects provide a clear community benefit to all).
- Organisations providing services which are the responsibility of statutory bodies (e.g. NHS, education).
- Hanna's Field Charity, as the Parish Council maintains a separate budget specifically for supporting this charity.

4. Grant Conditions

1. Applications must be made using the **official grant application form**, with all requested supporting documents.
2. Retrospective funding will **not** be considered.
3. A grant will only be paid into the **organisation's bank account**, not a personal account.

4. Applicants must not have any outstanding debts or obligations to the Parish Council.
 5. Grants must be spent within the agreed timeframe, and evidence of use (receipts, reports) must be submitted.
 6. The Council reserves the right to **reclaim the grant** if it is not used for the purpose stated.
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5. Assessment Criteria

Each application will be assessed on its:

- **Benefit to the local community** and number of residents served.
 - **Value for money** and sustainability of the project.
 - **Evidence of need** and viability.
 - Availability of **match funding** or other funding sources.
 - **Impact and visibility** of the proposed activity.
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6. Application Process

- Applications can be submitted **at any time** during the financial year, until the fund is exhausted.
 - Applicants may request to **attend the meeting** where their grant is discussed.
 - The Council reserves the right to approve, reduce or refuse any grant request.
 - Repeat applications from the same organisation will not be approved automatically.
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7. Public Recognition

Successful applicants must acknowledge the grant from **East Hanningfield Parish Council** in publicity, e.g. websites, newsletters, and social media. Suggested wording:

“This project is supported by a grant from East Hanningfield Parish Council.”

8. Monitoring & Reporting

All organisations awarded funding must:

- Provide evidence of how the grant was spent.
- Submit a short statement or photos of the completed project (if applicable).
- Engage with the Clerk if timelines or scope of the project change.

Lucy White – Parish Clerk

Agreed: 25th March 2026

Grant Application Form 2025-2026

Please continue on a separate page if required or contact the Clerk for a word document version

Your organisation's name and address

This should be as provided in your constitution or set of rules

Main contact and telephone number

This must be someone who we can contact to talk about this application. Contact's position in the organisation e.g. Secretary, Treasurer

Address for correspondence if different from above**Please confirm the type of organisation (i.e. Charity, unincorporated association etc).**

If your organisation is a registered charity, please give a registration number

What are the main activities of your organisation?**Please give the reason as to why your organisation has applied for money from the Parish Council and details of how the money will be used.**

If it is for a specific project, please provide an intended timetable and outcome for the project

Please explain how the provision of money to your organisation will be of benefit to the community of the parish of East Hanningfield

Please indicate what your organisation has done to obtain funding from other sources
Include completed applications from other bodies, sponsorship from local businesses etc

Please indicate what fund-raising events your organisation has carried out or plans to carry out to raise funds for this project

Tell us how much money you need IN TOTAL for your project and give a breakdown of what the money is for. Where possible, please include at least two estimates for work or equipment

Item or activity	Cost	
TOTAL		

How much are you requesting from the parish council? £

Please include with this application:

- 1. Any supporting evidence needed for the project**
- 2. Evidence of secured funding or applications for other funding**
- 3. Estimates or quotes for work / equipment where appropriate**
- 4. A copy of your organisations latest bank statement to which the grant will be paid.**

Declaration I confirm that I am authorised to sign this declaration. The information in it is correct to the best of my knowledge. If this application is successful, the grant will only be used for the purposes specified in this application and in the grant award letter.

Signed Dated Position (if applicable)

Please return the completed form to the Parish Clerk.