



# COLNEY HEATH PARISH COUNCIL

Highfield Park Office  
Highfield Park Visitor Centre  
Hill End Lane  
St Albans  
Hertfordshire AL4 0RA

Colney Heath Village Office  
83 High Street  
Colney Heath  
Hertfordshire AL4 0NS

Tel: 01727 825314

Email: [clerk@colneyheathparishcouncil.gov.uk](mailto:clerk@colneyheathparishcouncil.gov.uk)

## GRANT AWARDING POLICY 2020

### POLICY STATEMENT:

A GRANT OR SUBSIDY IS ANY PAYMENT MADE BY THE COUNCIL TO BE USED BY AN ORGANISATION OR INDIVIDUAL FOR A SPECIFIC PURPOSE IN THE FURTHERANCE OF THE WELL BEING OF THE LOCAL COMMUNITY, EITHER GENERALLY, OR FOR A SPECIFIC PURPOSE AND WHICH IS NOT DIRECTLY CONTROLLED OR ADMINISTERED BY THE COUNCIL.

### GENERAL

**1.1** The contribution made by the many organisations and individuals to the well being of the local community is recognised by the Council as important to our society. The purpose of any grant or subsidy given by the Council is to support initiatives in the local community and to help create opportunities for the residents of Colney Heath Parish that are not, as a matter of course, funded by the Council.

**1.2** These notes have been prepared to explain the main details of the Council's Grants/Subsidy Scheme. Please read them carefully before you complete the application form.

**1.3** Although the Council will give as much help as possible, the administration of and accounting for any grant or subsidy shall be the responsibility of the recipient.

**1.4** There is a limited budget each year and guidance will be given to applicants as to how much money is available in a specific financial year. For 2020/21 this amount has been agreed as £6,500. It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided. It is expected that applicants will seek advice from Council Officers on these matters.

**1.5** The scheme provides start-up awards for new as well as grants for existing organisations.



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**1.6** Grants/subsidies are awarded once a year in April. However due to the COVID-19 the deadline has now been extended to Tuesday 1<sup>st</sup> September 2020. If monies remain in the budget there will be a second round of applications and the deadline for these applications will be published at a later date.

### CONDITIONS OF FUNDING

**1.** Applications will be considered from individuals as well as organisations.

Applications will be considered for day-to-day running expenses and individual projects.

**2.** Applications WILL NOT be considered from:

- Organisations intending to support or oppose any political party or to discriminate on the grounds of race, religion or sexual orientation.
- Private organisations operated as a business to make a profit or surplus
- “Upward funders”, i.e. local groups whose fund raising is sent to their central HQ for redistribution.

**3.** Applications will not normally be considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.

**4.** Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.

**5.** Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the Parish.



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6. The organisation will normally be expected to have clearly written aims and objectives, a written constitution and membership rules, copies of which should be submitted as part of the application. In addition, an organisation must demonstrate that it is properly managed and able to run its affairs responsibly. Individuals should include references to back their application.

7. All applications must demonstrate clearly how a grant or subsidy will be of benefit to the local community within the Parish.

8. An organisation is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous two financial years or, in the case of a newly formed organisation, a detailed budget and business plan.

9. An organisation is required to have a bank account in its own name with two authorised representatives required to sign each cheque.

10. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.

11. Each application will be assessed on its own merits and will be considered along with other applications and must be submitted by the deadline. To ensure as fair a distribution as possible, the Council will consider the amount and frequency of previous awards.

12. Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities.

13. The Council may make the award of any grant or subsidy subject to such additional conditions and requirements, as it considers appropriate.

14. The schedule for the allocation of grants, payment of awards and all other details is usually in April but will now be proposed and agreed at the September Full Council meeting.



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## Schedule for Application, Notification and Payment of Grants 2020

Date	Action
7 <sup>th</sup> November 2019	Budget process commenced, and allocation of grant amount approved – 2020/21 £6,500
20 <sup>th</sup> February 2020	Council to agree documentation and timetable
24 <sup>th</sup> February 2020	Applications for 2020/21 open
COVID-19 Pandemic an lockdown	
1 <sup>st</sup> September 2020	Deadline for 1 <sup>st</sup> round of applications
24 <sup>th</sup> September 2020	Full Council to decide and assess applications
w/c 5 <sup>th</sup> October 2020	All applications notified of outcome
30 <sup>th</sup> October 2020	Payment of successful 1 <sup>st</sup> round applications
If money remains 2 <sup>nd</sup> round process will be as follows:	
2 <sup>nd</sup> November 2020	Applications for 2 <sup>nd</sup> round 2020/21 open
8 <sup>th</sup> January 2020	Deadline for 2 <sup>nd</sup> round of applications
26 <sup>th</sup> November 2020	Full Council to decide and assess 2 <sup>nd</sup> round applications
	Budget process commences, and allocation of grant amount approved – 2021/22

**This Policy, the grant application form and schedule for allocation of grants was adopted by Full Council at its meeting held on 20<sup>th</sup> February 2020.**

**Signed by Lisa Chaplin LCGI PSLCC CPFA CiLCA  
 Clerk to the Council**

*Amended due to COVID-19 and re-issued July 2020*