

HELMDON PARISH COUNCIL

Parish Clerk: Liz Hart Station House, Station Rd, Helmdon NN13 5QS Tel: : 01295 760130 email: parishcouncil@helmdon.com

Grants to Voluntary and Other Organisations – Policy Guidelines

Helmdon Parish Council will consider applications from groups and organisations which are able to demonstrate a tangible benefit to some or all of its parishioners. These may include Sports Groups, Toddler Groups, non profit making organisations and charities and other village groups.

Deadlines for applications will be posted on village notice boards and on the website.

Applications must be received by the Parish Clerk by the closing date together with supporting documentation required. The Parish Clerk may request additional information to allow recommendations to be made to the Parish Council.

The Finance Committee will consider the applications when reviewing the budgeted expenditure for the financial year. Proposals will then be put to the full Parish Council meeting in May.

When considering applications, the Clerk will indicate whether payment would be made under Section 137 of the Local Government Act 1972 or any other spending powers. Any grants approved under Section 137 will not exceed the permissible total allowed.

If an application is successful, payment will be made by means of a cheque (made payable to the Organisation not to an Individual) at the May Parish Council Meeting.

All applicants will be notified of Council decisions by the Parish Clerk.

Each grant made will be for one financial year; separate applications must be made in future years if further grants are to be sought.

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Grant Application Form

Please complete in Block capitals

Name of Organisation			
Registered Charity no (if applicable)			
Purpose of Organisation			
Total No of Members		No of members in the Parish	
Contact name			
Contact Address			Postcode
Telephone Number		Fax No	
Email address		Web Site	

Amount of Grant applied for	£
Purpose of Grant	
Details of other bodies approached for funding	

Notes

This application form and a copy of the most recent audited accounts (for all accounts held by the organisation) should be forwarded to the Parish Clerk no later than **13th May 2009**. Applications are only considered on an annual basis and only in exceptional circumstances to non-village organisations. The Parish Council has very limited funds and unfortunately cannot make substantial grants available. Other bodies should, therefore, be approached for financial assistance.

This Section for Parish Council use:	
Application Reference Number:	
Finance Committee Recommendation :	Date Received
Amount of Grant £	Decision of Parish Council Meeting Approved: Yes/No
Date Sent	Cheque No.