



## **BLACKWATER AND HAWLEY TOWN COUNCIL**

### **GRANT FUNDING POLICY & APPLICATION**

Thank you for your interest in applying for a grant from Blackwater & Hawley Town Council. Please read the grant policy before starting to fill in the form.

If you require any advice or guidance, please contact Yateley Town Council on 01276 33050 or [enquiries@blackwaterandhawleytowncouncil.gov.uk](mailto:enquiries@blackwaterandhawleytowncouncil.gov.uk)

Completed forms to be returned by email or to – Blackwater & Hawley Town Council, Hawley Leisure Centre, Hawley Green, Blackwater, Camberley GU17 9BW

## **BLACKWATER & HAWLEY TOWN COUNCIL GRANT FUNDING POLICY**

### **Introduction**

A grant is any payment made by the Council to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to parish organisations which can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the parish of Blackwater & Hawley in a positive way

The Town Council will only provide funding to assist organisations that are not based in this area pro-rata for local residents using that service.

### **Eligibility**

Grants will not be made to:

- Organisations that discriminate on the grounds of race, religion, age, gender, trans-gender, sexual orientation, marital status, pregnancy or any disability.
- 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.
- Organisations who wish to pass on money to other individuals or groups.
- Individuals
- Organisations whose function is primarily undertaken by the health authority or Hampshire County Council's Social Services.
- Political organisations or projects.

### **Application Criteria**

1. Grants will not normally be made for ongoing running costs. Where an application is for running costs, the applicant should detail the plans to find future running costs from alternative sources. Where grants for running costs are made, no guarantee of future funding is implied.



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2. The Town Council will only consider grant applications in excess of £500 in exceptional circumstances where a significant and wide-ranging community benefit are clearly demonstrated in the application form.
3. For applications in excess of £500, the Town Council will only provide up to 50% of the overall cost of a project and require details of match funding from one or more grant giving bodies, or from groups' own fundraising.
4. The Town Council will only consider an application if accompanied by the required financial and organisational information i.e. a copy of the previous years accounts, or, for new initiatives, a detailed budget and business plan.
5. The Town Council will only provide one grant per group or organisation in each financial year, unless clear, exceptional circumstances are demonstrated.
6. The Town Council will not make grant funding on a retrospective basis.
7. The Town Council will give preference to applicants who can demonstrate how one-off grant funding will lead to greater self-sufficiency and lessen the need for future applications.
8. For applications for funds for security measures, applicants must seek the support of the local police or crime reduction officer.
9. Community grant applications are reviewed by Town Council staff, reporting formally to the Finance Committee for a decision.
10. Evidence of the use of the full grant amount for the agreed purpose must be provided to the Town Council within six months of the funding being transferred. **Should the evidence not be received the Town Council will request the return of the funds.** Where requested by the Town Council, grants will only be paid following receipt of appropriate invoices.

### General

- The deadline for receipt of Grant Applications is 20<sup>th</sup> October annually
- Grant applications will be considered by the Finance Committee which will make recommendations to the Full Council.
- Each application will be assessed on its own merits and will be considered along with other applications at the meeting. To ensure as fair a distribution as possible, the Finance Committee will consider the amount and frequency of previous awards.
- Nothing contained herein shall prevent the Council from exercising, at any time, the existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972.



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**APPLICATION FOR GRANT FUNDING 2023/24**

<b>1. Organisation details</b>	
Name & address of organisation:	
Contact name:	
Telephone no:	
Email address:	
Position in organisation:	
Charity Registration No. (if applicable):	
<b>2. Aims and objectives of your organisation; what does your organisation do and how does it benefit the residents of Blackwater, Hawley and Minley?</b>	
<b>3. Where does your organisation meet?</b>	
<b>4. How often does it meet?</b>	
<b>5. How many members does it have?</b>	



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<b>6. What percentage of members are Blackwater, Hawley or Minley residents?</b>
<b>7. How much funding are you applying for?</b> <b>NOTE:</b> BHTC will only agree allocations over £500 in exceptional circumstances that are clearly detailed in question 9, and where at least 50% of the total cost is match funded.
£
<b>8. What is the total cost of your project?</b>
£
<b>9. If your application is for over £500, please give full details of the exceptional circumstances related to your request:</b>
<b>10. Briefly describe the project for which you require a grant. Please be aware that BHTC do not normally give grants for running costs. If your application contains an element of running costs, please detail your plans to source alternative funding for this in future years. <i>Please ensure you provide a full breakdown of how funding will be spent.</i></b>
<b>11. How will the funding benefit the community or residents of Blackwater, Hawley or Minley?</b>



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<b>12. Please tell us how this funding will lead to greater self-sufficiency and lessen the need for future applications.</b>
<b>13. How is your organisation normally funded?</b>
<b>14. What are your current subs/fees/charges?</b>
<b>15. Have you applied for any other funds/grants towards the cost of this project? Please include details below.</b>
<b>16. What fund raising activities have taken place in the last 12 months and what fund raising activities are planned for the next 12 months?</b>
<b>17. What is your anticipated income/expenditure for next 12 months?</b>



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<b>18. Please provide details of any grants received from Blackwater &amp; Hawley Town Council in the past three years with dates.</b>
<b>19. Please provide details of grants from other sources in the last three years with dates:</b>
<b>20. Has the project that you want funding for already happened?</b>
Yes/No
<b>21. If the funding is for security measures, do you have the support of the local police and/or crime reduction officer?</b>
Yes – name of contact
No – Not applicable
<b>Please provide details of the bank account the grant should be paid into, if approved:</b>
Name of account:
Account Number:
Sort code:

**Please ensure you have read the policy on pages 1 and 2 before signing the form**

*Checklist (please tick the appropriate boxes)  
Have you submitted the following?*

- A copy of your most recent accounts
- Your most recent bank account statement & details of any other investments/savings;
- A copy of your constitution;
- Details of your organisation's officers;
- A copy of your safeguarding policy if your group works with vulnerable adults, or children;
- Any other documentation you feel may help in assessing your application.



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### Privacy Notice

In accordance with the General Data Protection Regulation (GDPR), I agree that Blackwater & Hawley Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.

I also understand that BHTC may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.

### **Declaration:**

I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.

I/we declare that we have read the policy on pages 1 and 2 and that our application complies with the policy.

I/we declare that we have included all of the requested information.

I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.

Signed:	
Name:	
Date:	



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### For Office Use Only

Grant applications must be checked against the following criteria. Any questions where the answer is no must be reported to the Finance Committee meeting where the application is being considered and must form part of the formal agenda items list for that meeting.

Yes	No	
		The grant will result in a benefit for the area covered by the Town Council and will contribute positively to the life of people living, working and visiting the area of Blackwater, Hawley and Minley?
		Does the grant exclude ongoing running costs?
		If the application is for running costs has the applicant included plans for where future running costs will be found from?
		Is the grant for a group and not for individuals or organisations whose function is primarily undertaken by the health authority or Hampshire County Council's Social Services?
		Is the grant for non-political or non-quasi-political organisations or projects?
		Is the grant application for £1,000 or less?
		For applications in excess of £500, has the applicant fully detailed the exceptional circumstances?
		For applications in excess of £500, has the applicant detailed sources for at least 50% of the overall cost of a project?
		Does the application include the required financial and organisational information?
		Is the applicant based in the Town Council area? If not has the applicant detailed what proportion of beneficiaries of the grant reside in the area? (grants will be pro-rata for residents of Blackwater & Hawley TC using that service)
		Is the application for future funding? (ie not retrospective)
		Is the grant for the sole use of the applying group and not to pass on money?
		Has the applicant demonstrated how one-off grant funding will lead to greater self sufficiency and lessen the need for future applications?
		For applications for funds for security measures, does the applicant have the support of the local police or crime reduction officer.

Assessing officer	
Date of assessment	
Decision (delete as applicable)	reject / return for further information / proceed to committee
Approved as agenda item for the Finance meeting on:	
Outcome at that meeting	