



Beaudesert & Henley-in-Arden

Joint Parish Council

Working for the Benefit of the Residents of Henley-in-Arden

Guidelines for Mini-Grants 2018

1 What is a Mini-Grant?

This is a fund which allows small grants to be paid outside the normal grant awarding process. This may be used either where a need has arisen since the main grants were awarded or where funds are needed in an emergency.

2 Who can apply to the mini-grant fund?

- Not for profit groups with a constitution and a bank account and which publish their constitution and accounts on the Town Website or other equivalent public media. Where this is not possible groups may take advantage of support from a local community group which does fit the above and is willing to administer the funds on their behalf.
- The Group must operate mainly within the parish boundaries and/or for the benefit of the residents in the two parishes.

3 - Who cannot apply to the mini-grant fund?

- Statutory organisations, for example County and District Councils, Police, NHS agencies
- Party Political groups

4 - What will not be funded by the grant fund?

- Projects that promote religious or party political beliefs
- Projects for personal profit
- Social trips or holidays
- Prizes
- Costs relating to items or work already carried out before the grant has been awarded
- Loans or debt repayments
- Activities that are part of statutory obligations or replace statutory funding
- Projects that do not follow the Councils' Equality and Diversity Policy and the national legislation on health and safety, discrimination and child protection where appropriate.
- Amounts in excess of £500.

5 - Application Process

5.1. Please write a letter, at any time of the year, detailing the need for the grant, its purpose and the amount required. you may use the main grant application form if you prefer.

5.2. During the assessment process the council may ask for further information, and may wish to talk to or visit your organisation.

5.3. If this is your first application for any grant then please include a copy of your constitution, names and addresses of your officers, a copy of the last examined accounts and your bank account details. Once registered with the council you will only need to notify them of any changes.

5.4. Three appointed councillors who do not have a prejudicial interest will consider the application, if necessary take advice from other councillors and make a recommendation to the next council meeting. If successful the money will be available to the applicant immediately after that meeting.

5.5. Where the grant is for a specific item of work the grant will be paid upon sight of an invoice for that work except at the discretion of the Council.

Applicants who are unsuccessful will be given an opportunity to obtain feedback on their application.

If you would like help with your application please contact the clerk.

CONTACT:

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