

BEAUDESERT & HENLEY IN ARDEN
JOINT PARISH COUNCIL



The Heritage Centre, 150 High Street, Henley in Arden, B95 5BS
clerk@henley-in-arden-pc.gov.uk

COMMUNITY MAJOR GRANT APPLICATION FORM YEAR COMMENCING 1ST APRIL 2025

[Local Government Act 1972 s137]

This form may be downloaded and printed, completed, and signed by an authorised officer of the organisation. It may then be posted to the Clerk at the above address or preferably, scanned and emailed to the Clerk.

1. Name of Organisation _____

2. Contact Details

Name: _____

Phone: _____

Email: _____

Introduction

Thank you for applying for a community grant. As the title implies, your organisation must either be based within the Beautesert & Henley electoral area or if not, proof must be provided that your organisation provides a service[s] which are of benefit to the community. The JPC are happy to support any organisation that is already creating ways of funding themselves, and we would ask that you briefly describe in the following box what activities you have undertaken, and a breakdown of funds raised for the previous year and the forthcoming year.

3. Purpose:

Describe briefly what is the purpose of the grant you are applying for and attach any documents to this form that may support this request.

4. **Grant Value Requested: (maximum £5000)** £ _____

5. **Banking Details:**

Bank or Building Society: _____

Account Name: _____

Account Number: _____ Sort Code: _____

6. **Applicant Agreement:**

This application must be signed and dated in the following box. The signatory must be authorised to do so by the organisation seeking the grant, and the grant can only be awarded for the purposes stated herein and not for purposes undisclosed. By signing this application you are confirming that you have read and agree with the terms and conditions below.

Signatory: _____

Name [Please print] _____

For and Behalf Of: _____ Dated: _____

7. **Enclosures**

Financial accounts for the previous 2 years accounting period

Evidence of bank balance

Evidence to quantify benefit to residents of Beaudesert & Henley in Arden

3 quotes (where applicable)

(tick)

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Dates 2024/25

- 11th October 2024, -- Upload to JPC Web and Applications invited for grants
- 11th November ----- Closing date for applications
- 11th - 15th Nov ----- Clerk to review and check application eligibility
- 18th November, ----- Clerk to write to individual organisation acknowledging application or to reject due to incomplete information or eligibility not met.
- 18th November, ----- Clerk to distribute completed packs to grants panel for review
- 25th November, ----- Grants panel to meet to review all applications
- 9th December, ----- Grant interviews (if required)
- 6th January 2025, ---- Grant panel to present recommendations to full council
- 7th January ----- Decisions communicated to organisations
- April 2025 ----- Grant payments to be made

TERMS & CONDITIONS

SECTION N - Community Grants Working Party Terms of Reference JPC HANDBOOK 2020

1. The applicant is a voluntary or charitable body with a strong connection to Henley in Arden
2. There should be a clear benefit to a significant part of the community of Henley in Arden. Evidence of parish residents either using or benefiting from the service must be provided
3. Support is aimed at specific projects. The Council will normally only commit funds once in each financial year for any one organisation. It cannot guarantee availability of funding in subsequent years.
4. Grants will not be supported to pay for salaries
5. Types of projects considered suitable are - improvements to the local environment and amenities, provision of recreational, arts or entertainment facilities.
6. The maximum grant payable per application is usually £5000, other than in exceptional circumstances
7. The council looks for some assurance that both the project and the applicant have long- term viability.
8. Evidence of your organisations own fund raising will be required for every application. The council will not usually support a grant for more than 50% of the total cost of the project or application
9. If a project is still in the planning stage a time-limited offer of a grant may be made conditional upon evidence of a firm commitment to a start date e.g. by placing a contractually binding order. The project for which the grant is claimed should commence within 6 months of the offer or it may lapse.
10. The council may ask the applicant to incur the expenditure and provide invoices for reimbursement

Application process

1. Applications for a grant should be sent to the Parish Clerk. The grant form can be downloaded from the website or an application can be made by requesting an application form direct from the Parish Clerk.
2. Grants are considered annually, unless of an urgent nature in which case this should be stated on the application form. Mini grants of up to £500 can be requested at any time.
3. Applicants may be invited to a meeting with the Grants panel to discuss the application
4. Financial accounts must be provided for the previous 2 years accounting period.
5. Evidence of bank balance is mandatory.
6. 3 quotes for any work to be carried out must be submitted with the application.
7. Evidence of benefit to Beaudesert & Henley in Arden residents must be quantified.
8. Applications which do not include evidence from points 4-7 above, will automatically be rejected.
9. Applicants will be informed of the council's decision as soon as practicable after the full council meeting.

If Successful

1. All documentation provided will be available for public scrutiny and should be legible.
2. Payments will be by BACS into organisations bank account in April 2025, subject to the above criteria.

Monitoring and reporting requirements

1. A progress report is required within 6 months of the grant being provided. This report will be made available for public scrutiny.
2. As a condition of receiving a grant you are required to complete a short evaluation form. Groups are expected to provide written evidence of what the money has been spent on and the benefit it has brought to the people of the Parish. Such evidence of how the money has been spent should include copies of invoices and receipts, plus attendance numbers, photos. Press clippings etc. where applicable. This information should be submitted at latest, 10 months after receipt of the grant monies.
3. The grant can only be used for the purpose stated in the application and the council reserves the right to reclaim any grant not being used for the specific purpose of the application. However, if a group wishes to change the purpose of the grant, they must seek approval by writing to the council who will consider the matter.

General Grant Conditions

Applications for projects where the work has already been completed will not be considered.

The JPC will issue notice of grant applications on the website and local press during January 2025, awards are made in April.

The application form is available from the Clerk, apply by email or phone as follows –

e. clerk@henley-in-arden-pc.gov.uk t. 01564 637 607

Notes

[JPC Grant Committee Only]

LEGAL FRAMEWORK [JPC GRANTS]

The Joint Parish Council is committed to being open and transparent and will follow the recommended best practice contained within The Government Transparency Code 2015 by publishing a list of amounts awarded on an annual basis.

This form covers all Community Grant awards, which are defined as 'payments made by the Parish Council to be used by an organisation for an activity or service (not directly controlled or administered by the Parish Council) in the furtherance of the well-being of the community'

Legal Framework

Under the Localism Act 2011, the Joint Parish Council declared itself eligible for and subsequently adopted the General Power of Competence at the Annual General Meeting on the 15th of May 2023. This, in essence, removes the financial limit and restrictions on grant awarding, although the assessment criteria for S137 remain a useful benchmark against which to assess applications. The JPC further ratified this amended version at the Ordinary Meeting on Monday the 7th of August 2023.