



# Kings Hill Parish Council

## Community Funding Policy

Adopted 17/06/2015

Review date 30/06/2018

**STRATEGY for 2015- 19:** Community Funding for new initiatives that benefit a significant proportion of the Kings Hill Community.

### 1. DEFINITION OF TYPES OF COMMUNITY FUNDING

- 1.1. A grant is defined as a particular sum of money for a particular expenditure and a donation is a payment towards general expenditure of an organisation with the expectation of nothing significant of value in return.
- 1.2. A subsidy is defined as a sum of money granted by the Council to help community organisations keep the price of a service low by a reduction in Council fees.
- 1.3. Applications for funding from the Parish Council by public clubs and societies will be decided on an individual basis as to whether they are classified as a donation, grant or subsidy by the Finance and HR Committee.

### 2. WHO CAN APPLY

- 2.1. Only properly constituted, voluntary, not for profit organisations can apply for a funding under the scheme. Individuals are not eligible to apply.
- 2.2. A voluntary organisation applying for funding must be able to demonstrate that:
  - 2.2.1. It carried out its activities otherwise than for profit
  - 2.2.2. Its activities will benefit a significant proportion of the Kings Hill Parish or its community

### 3. POLICY

- 3.1. Kings Hill Parish Council awards funding, at its discretion, to community organisations which can demonstrate a clear need for financial support to benefit Kings Hill by:
  - 3.1.1. Providing a service
  - 3.1.2. Enhancing the quality of life
  - 3.1.3. Improving the environment
  - 3.1.4. Promoting Kings Hill in a positive way

- 3.2. All applications must demonstrate clearly how the funding will be of benefit to the local community within the Parish.
- 3.3. The Council will agree an amount annually from which funding will be allocated for the financial year and once exhausted only emergency requests for assistance will be considered.

#### **4. SCOPE FOR FUNDING**

- 4.1. The council's preference is to provide financial assistance for specific projects or purchase of equipment. However, it will consider supporting ongoing revenue costs if the organisation can demonstrate that a lack of funds can have an adverse effect on the Parish and or the community if the organisation is unable to continue due to lack of funds.
- 4.2. Applications will not be considered from private organisations operated as a business
- 4.3. Applications will not be considered for "Upward funders" ie local groups whose fundraising is sent to their central HQ for redistribution
- 4.4. Applications will not normally be considered from national organisations or local groups with access to funds from national "umbrella" organisations, unless funds are not available from their national bodies or the funds available are inadequate for a specific project.
- 4.5. Applications will only be considered from organisations and groups whose membership is open to the whole Kings Hill community and where clear benefits to the wider community can be demonstrated without discrimination on the grounds of race, gender, sexual orientation, creed, colour, occupation, religion or political opinion.

#### **5. CONDITIONS**

- 5.1. Funding should be spent within the financial year, for the purpose for which they were given unless specified within the funding approval.
- 5.2. Funding cannot be made to cover money already spent
- 5.3. Copies of invoices and/or other documentation maybe required as evidence that the expenditure has been incurred.
- 5.4. Organisations receiving funding aid in excess of £500 are required to provide the council with a written report to demonstrate how the funds were spent. This report should be sent to the Council within 12 months of the award date.
- 5.5. Organisations are not restricted to the number of funding applications submitted to the council for funding-aid over a period of time. However, the history of previous applications will be considered in the decision making process.
- 5.6. The giving of funding one year does not set a precedent for another year.
- 5.7. The Council may make the award of any funding subject to such additional conditions and requirements as it considers appropriate.

- 5.8. Nothing contained herein shall prevent the Council from exercising at any time its existing duty or power in respect of providing financial assistance or funding to local or national organisations under the provisions of Section 137.

## **6. PROCESS**

- 6.1. Applications forms will be made available by post and on the website [www.kingshillparish.gov.uk](http://www.kingshillparish.gov.uk)
- 6.2. All applications must include a copy of their previous two years accounts plus a copy of the bank statement as at both year-end dates or, for new initiatives, a budget forecast.
- 6.3. Organisations will be required to provide a copy of their written constitution, together with details of the aims and purpose; project or activity; proportion/number of beneficiaries living in the electoral area; and demonstrate a clear need for funding.
- 6.4. All applications must demonstrate clearly how the funding will be of benefit to the local community within the Parish.
- 6.5. The Clerk to the Council will receive all applications in the first instance.
- 6.6. Applications will be considered at the next Finance and HR committee following receipt and will make the decision on which funding to award.
- 6.7. All applicants will be contacted following the Council's decision.