

HARTLEY WINTNEY PARISH COUNCIL

POLICY NAME	Grants and Sponsorship (to Local and Voluntary Groups) Policy
POLICY NO/REF	HWPC/1 2022
EFFECTIVE DATE/FC	
APPROVAL	
DATE OF LAST REVISION	
VERSION NUMBER	4
LEAD COMMITTEE	FINANCE

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Full Council 24/04/13	Issued as interim policy 24/04/13		
2	Full Council 03/04/17	Issued as interim policy 20/03/17		
3	Full Council 01/03/21	Reviewed/updated - Policy Committee 25/01/21 Approved – Finance Committee 15/02/21		
4	Finance Committee	Reviewed/updated Approved 31/10/22		

APPROVAL AND REVIEW

ADDITIONAL NOTES

POLICY STATEMENT

Statutory Provision

To encourage the formation, continued existence, and improvement of a wide range of voluntary sporting, leisure, cultural and community facilities for the benefit of the inhabitants of the Parish. Hartley Wintney Parish Council (HWPC) will consider Grant/Sponsorship Applications for activities which it can legally support with due regard to:

Local Government Act 1972 (Sections 137 & 145), Local Government (Miscellaneous Provisions) Act 1976 (Section 19 – recreational facilities). The amount of grant requested is commensurate with the benefit to the community of Hartley Wintney (HW)

The Council's Objectives

The purpose of this document is to lay out the principles by which the Parish Council will encourage the formation, continued existence or improvement of a wide range of voluntary sporting, leisure, cultural and community facilities for the benefit of the residents of HW.

TERMS AND DEFINITIONS

TERM	DEFINITION
Local Government Act 1972 (Section 137)	A Local Authority may, subject to the provisions of this section, incur expenditure which in their opinion is in the interests of their area or any part of it or all or some of its residents.
Local Government Act 1972 (Section 145)	A local Authority may do, or arrange for the doing of, or contribute towards the expense of the doing of, anything (whether inside or outside their area) necessary or expedient for any of the following purposes i.e., provision and promotion of entertainment, arts and crafts.
Local Government (Miscellaneous Provisions) Act 1976 (Section 19 – recreational facilities)	A Local Authority may contribute by way of grant or loan towards the expenses incurred or to be incurred by any voluntary organisation in providing recreation facilities which the authority has power to provide.
Grant	Awarded for a particular defined purpose for local Parish activities only.
Sponsorship	Support offered for general purposes that benefit the maximum number of residents related to Parish activities only.

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POLICY CONTENT

1. The Council's Policy

The Parish Council's policy on grants/sponsorship to voluntary organisations will be administered by the Finance Committee and where above £5,000, a recommendation will be submitted for consideration by Full Council; these policies are:

1.1 All grant/sponsorship applications must be made on the appropriate form which is available on the HWPC website.

1.2 Applicants for grants/sponsorship may be called to make a presentation to the Finance Committee or Full Council.

1.3 HWPC will normally stipulate payment of a grant or sponsorship only on receipt of invoice(s).

1.4 The Committee will not commit a future Parish Council to ongoing future support.

1.5 Only one application per financial year, per organisation, will be considered.

1.6 In respect of sporting organisations, the Committee will only give assistance only towards the purchase of equipment etc. Requests to subsidise running expenses will not be considered.

1.7 All grants/sponsorship made by HWPC must directly benefit the Parish of Hartley Wintney and its residents. The Parish Council cannot award grants to individuals unless there is a direct benefit to the Community.

1.8 Grants/sponsorship cannot be made to fund political activities.

1.9 All proposed grant/sponsorship expenditure must be detailed in the Parish Council's annual budget meeting, to enable calculation of the Council's precept.

1.10 The organisation making a grant/sponsorship request should be a non-profit making or voluntary organisation based in North East Hampshire, whose membership is open with no discrimination of membership on grounds relating to the nine characteristics protected under the Equalities Act 2010

1.11 The Parish Council will consider applications in situations where:

- there is no other way of obtaining the relevant support.
- the support will enable the relevant group or organisation to access or “unlock” support or assistance from third parties.
- monies have been donated or raised but these are insufficient, and support is needed to bridge the resulting gap.

2. The Committee's Guidelines

Within the overall framework of its policies the Committee will consider each application on its merits and may consider the following matters:

- 2.1** The longevity of the project/benefit.
- 2.2** The degree of self-help proposed by the organisation (match funding in money or physical input).
- 2.3** Any access to other funds and evidence of efforts to secure other funds.
- 2.4** The range of activities available or to be made available by the project.
- 2.5** Whether or not the Parish Council has made provision itself for such amenities or activities.
- 2.6** The degree of fund raising, and self-help undertaken by the organisation.
- 2.7** The ability of the applicant to raise further funds via charges, membership fees, precepts etc.
- 2.8** The extent to which funds from other external sources are available to applicants and whether attempts have been made to secure these.
- 2.9** Any evidence of duplication of services or amenities.

3. Conditions

- 3.1** The Parish Council will assess applications with particular reference to the number of Residents likely to benefit, or whether any particular category of Residents would receive specific benefit (e.g., children, the elderly, persons with any form of disability etc.)
- 3.2** Where a request for a grant/sponsorship is agreed, the Council shall determine the amount, using the figure stated by the applicant as a guide only.
- 3.3** The grant/sponsorship shall be used only for the stated purpose otherwise the monies shall be returned to the Council, except where the Council's prior written consent has been given for the funds to be used for another purpose.
- 3.4** The Council may request that applicants provide written feedback explaining how the grant/sponsorship has benefited their group/organisation. If feedback is required, this will be communicated in the decision letter.
- 3.5** The Council reserves the right to request repayment of any grant/sponsorship where an applicant does not comply with these conditions.

4. Applications

4.1 Applicants should submit their application on the form available on the HWPC website:

[Grant/Sponsorship Application Form](#)

4.2 Applicants are invited to support their application with a letter giving details of the organisation, including membership or user numbers where applicable. The letter should include details of any other sources of funding either applied for or secured.

4.3 Applicants must also submit an up to date set of accounts with their letter. The application will then be presented to Members for consideration at the next Finance Committee or Full Council Meeting.

4.4 For further information, please contact the Executive Clerk or the Chairman of the Policy Committee.

RELATED POLICIES AND OTHER REFERENCES

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