



Hoo Saint Werburgh Parish Council

Parish Clerk: Mrs Sherrie Babington.

4, Birkhall Close, Walderslade, Chatham, Kent, ME5 7QD
Telephone: 01634 868855 – Fax 01634 867173
Email: hooparishcouncil@sherriebabington.co.uk

GRANT AWARDING POLICY

1. Scope of Funding

Funding support will be considered for voluntary and community sector organisations that are:

- based in or around Medway and delivering activities or services to the people of Hoo St Werburgh,
- based outside of Medway but are providing services / activities or services not otherwise available to the people of Hoo St Werburgh.

2. Availability of Funds

- 2.1 The availability of funds to support voluntary activity is dependent on Hoo Saint Werburgh Parish Council's overall financial position and the choices it makes when allocating its resources. The Council will supply direct financial support in the form of grants to eligible bodies.
- 2.2 All applicants must complete the formal grant application form. This is available from the Parish Clerk.

3. Definition of a Grant

- 3.1 A grant is defined as an award of funds to an organisation or individuals to undertake Voluntary and Community activities. The organisation themselves determine their activities and the Council makes a financial contribution through awarding funding.

4. Eligible Groups

- 4.1 An eligible group will usually:
 - be a 'not for profit' body or they recycle profits or income for the public good,
 - work for the benefit of the community of Hoo St Werburgh,
 - be independent and determine their own aims and objectives,
 - be formally constituted, have a management committee made up of volunteers who are the employing body, range from small local self help groups to branches of national charities,
 - have a formal constitution and / or have charitable status.
- 4.2 Eligible groups can also include:
 - voluntary organisations, which employ paid workers for their experience or skills and may or may not have volunteers to carry out some of their activities,
 - community groups generally which have no paid workers and so are made up entirely of volunteers.
- 4.3 The Council will allocate resources to the eligible groups:
 - against clear and consistent criteria,
 - that achieve quality and effectiveness of services,

- have common and transparent arrangements for agreeing objectives, monitoring performance and evaluation.

4.4 In order to maintain a consistent approach, all requests for grant funding will be reviewed by Council in the following areas to achieve Best Value:

- Level of service delivery / value for money
- Quality of service
- Financial management
- If there is a real need for financial assistance from the Council
- Meeting gaps in existing provision
- Governance
- Meeting changing needs
- Attracting new funding sources
- Reducing duplication
- Increased voluntary involvement

5. Decisions

5.1 Decision making will be on the basis as set out in paragraph 4 and a decision will be made by Council Members at the next Council meeting but usually within 8 weeks of application.

6. Performance Management

6.1 The Council recognises that performance management is an important means of showing that the public money is spent in the correct way and achieves best value.

6.2 In the allocation of monies, there will be the need to ensure the effective monitoring and evaluation which focuses on outcomes. To achieve this it is proposed that:

- monitoring should be proportionate to the amount of funding support awarded,
- monitoring should also be used to demonstrate achievement, and
- there is a need to keep information collecting as simple as possible for groups.

7. Risk Assessment

7.1 There are various associated risks involved in providing funding support.

Voluntary and community groups will be encouraged to carry out risk assessments to identify possible areas of concern, for example:

- audit processes,
- process in place to minimise fraud,
- safeguarding.

February 2017