



HOCKLEY PARISH COUNCIL

The Old Fire Station, 58 Southend Road, Hockley, Essex, SS5 4QH

Telephone: 01702 207707 e-mail: enquiries@hockley-essex.gov.uk

Website: hockley-essex.gov.uk

Grant Funding Policy

Hockley Parish Council has two grant funding schemes; a rapid response scheme that can award grants of up to £500 throughout the year, and a capital funding scheme that will award grants of up to £5,000. The capital funding scheme is split in half and awarded twice per year in two rounds. The following timetable will be followed:

Round No.	Open	Close
One	1 st April	1 st August
Two	1 st September	1 st February

Who can apply?

Applications are welcome from groups within the parish offering a service or facility that benefits the residents. Applications may also be considered from groups outside the parish, but who offer a service that is of direct benefit to the residents of the parish.

The Council cannot consider applications from other precepting authorities or for projects where another authority has a specific power which is not extended to Parish Councils, for example, education or highway maintenance.

What is required?

Applicants would be required to show that it:

- has its own bank account (with two authorised signatories)
- is properly constituted
- has up-to-date accounts

Applicants may also be asked to attend a Council meeting to give a presentation in support of their application.

The Council will consider applications for rapid response grants at any time throughout the year and the application will be considered at the next Resources and Procedures Committee meeting.

Bids for capital funding must be received by the closing date for that round as detailed in the table above.

Capital grants will be assessed at the Resources and Procedures Committee meetings in September and March of each year. Applicants will also be expected to send a representative to the Annual Assembly to give a short commentary on the purpose and benefits of the grant.

Capital grants for improvement of facilities or services will be considered, as will grants towards an event, class or training course. The Council will not normally consider grants towards running costs, or employment of staff. Grants will be awarded if they broadly fit into one of the following themes:

- Community development and community safety.
- Healthy Living
- Environmental care and sustainability.

All eligible applications are considered on merit and an award will be subject to the availability of funds.

Making an application

Applicants will need to complete an application form that includes:

- The group's most recent accounts and bank statements.
- Details of the management committee and or constitution
- An outline of the group's other fundraising methods.

New groups will not be able to show an accounting history, but will still need to have a committee structure, a bank account and show projections for income and expenditure and fund raising ideas.

What happens next?

Once the application has been received it will be assessed, the applicant may be contacted for further information. Rapid response applications will receive a response to your application within 14 days of the Resources and Procedures Committee meeting which is normally held on the third Monday of the month. If it is successful you will receive a letter advising you of the amount to be granted including a cheque.

Monitoring and Evaluation

If the grant is not used for the purpose for which it was intended then the offer will be withdrawn, or you will be asked to return the grant. Within three months of the grant being made the Parish Council would welcome a report on how the grant has been used and what outcomes have been achieved. Groups who have received capital grants will be invited to the Parish Annual Assembly to report on the success of their project. The success of future grant applications will depend on the group demonstrating that previous grants have delivered the expected results.