

# Kings Hill Parish Council Grants

## Kings Hill Parish Council - Grant Awarding Policy

The General Power of Competence (GPC) is a power of first resort enabling parish and town councils who have adopted it to do anything that individuals generally may do, that is, very broadly, anything that is not otherwise prohibited by law.

Restrictions in law which apply to the use of the GPC include the duties on councils to act to prevent crime and disorder, to respect human rights, to consider biodiversity and to protect personal data.

Kings Hill Parish Council adopted the GPC at its meeting held on 22 June 2023. This power remains with the Parish Council until the Annual Meeting following each ordinary election; it can then be readopted at that Annual Meeting if the council is still eligible. In order to be eligible for the GPC there are two criteria that must be fulfilled

- At the time the GPC is adopted, at least two-thirds of the total seats on the council must be held by members who stood at the last ordinary election or a subsequent by-election, i.e. council members who have been elected (even if unopposed) rather than co-opted or appointed.
- The Clerk must hold either the Certificate in Local Council Administration or an equivalent qualification.

Kings Hill Parish Council welcomes grant applications from local organisations to promote an active and valuable community for the well-being of residents.

The application form and criteria for applying for a grant is given in the Guidance Notes below.

Details of grants awarded each year are given in the relevant Annual Report.

**Kings Hill Parish Council**

**APPLICATION FOR GRANT FUNDING  
(PLEASE COMPLETE IN BLOCK CAPITALS)**

**PLEASE READ THE ATTACHED GUIDANCE NOTES BEFORE COMPLETING THIS FORM**

<b>(1) Your Organisation</b>			
Name of Organisation:			
Correspondence		Address:	
.....		.....	
.....		.....	
.....		.....	
.....		.....	
Postcode:		Telephone No:	
Contact Name:			
Position in Organisation:			
Email Address: (PLEASE PRINT)			
Registered Charity:	YES / NO	Registration No:	
<p><i>What are the activities and/or aims of your organisation?</i></p>          			
<b>(2) Membership</b>			
How many members do you have/how many people do you support (as applicable)?			
Approximately how many of the above live in Kings Hill?			
Is membership/assistance restricted in any way?			
What is your annual subscription, if any?			
Are you affiliated to a national organisation? If so, which one?			

Local venue/meeting place (if different from address above)	
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**(3) Grants**

Purpose for which the grant is required (please give as much information as possible):

Amount being applied for?	£
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What is the total cost?	£
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Has your organisation previously applied to the Parish Council for a grant?	YES / NO
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If YES, please give details: (date, amount & purpose)	
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Have you applied for a grant to any other body or organisation?	YES / NO
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If YES, please give details:	
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**(4) Fundraising**

What fundraising events or activities will your organisation be holding this year?

**(5) General – PLEASE NOTE**

- You must enclose a copy of your latest audited accounts, a financial projection for the period following the balance sheet, or a Business Plan if a new organisation.
- Recipients of a grant from the Parish Council should acknowledge the fact on all relevant literature. Please apply to us for a copy of our Town Crest.
- Please provide any additional information which may assist the Council in reaching its decision.
- Any grant awarded on a draw-down basis can only be drawn during the financial year 1 April to 31 March. It cannot be carried over to the following year.

**Please supply your bank account details**

**Bank:**  
**Account Name:**  
**Sort Code:**  
**Account No:**

*I certify that the above information is true to the best of my knowledge and belief, and that I am authorised to make this application for grant-aid*

Signed:

Date:

**Please return your completed application form, with copies of accounts and financial projection and a covering letter giving any further information, to Kings Hill Parish Council, Kings Hill Community Centre, 70 Gibson Drive, Kings Hill, Kent, ME19 4lg.  
Tel: 01732 870382. Email: [clerk@kingshillparish.gov.uk](mailto:clerk@kingshillparish.gov.uk)**

## **GUIDANCE NOTES**

Kings Hill Parish Council has grants available for funding a project or activity. The Parish Council grants are awarded at the discretion of the Parish Council and match funded up to 50% of costs, unless the council decides that there are exceptional reasons to award a higher grant. Grants can be awarded to support a project, event, or service, or to purchase equipment to help your group provide services to its users. Other funding can come from your own fundraising, existing resources or grants from other organisations.

The Parish Council reserves the right to monitor the application and use of any grant awarded and may withhold, withdraw, or recover the grant if the funds are not used for the purposes described in the application.

### **Application Process and Meeting Dates**

Parish Council meetings are held monthly except August. The council will review, discuss and makes a recommendation on the level of grant to be awarded to each applicant. The council reserves the right not to award a grant to an applicant. Applicants are encouraged to attend the council meeting, to present their case. The giving of a grant one year does not set a precedent for another year.

The application form and supporting documents need to be submitted at least 20 working days prior to the council meeting to the Clerk - contact details above. Additional information or clarification may be requested to support your grant application before the meeting. The committee may defer an application, pending receipt of any additional information it requires.

Please contact the Parish Council if you have any questions before submitting your application.

### **For Office Use Only**

Grant applications must be checked against the following criteria. Any questions where the answer is 'no' must be reported to the Grants Committee meeting where the application is being considered.

Yes	No (investigate)	
		The grant will result in a benefit for the area covered by the Parish Council and will contribute positively to the area of Kings Hill?
		Does the grant exclude ongoing running costs?
		If the application is for running costs has the applicant included plans for where future running costs will be found from?
		Is the grant for a group and not for individuals or organisations whose function is primarily undertaken by the health authority or Kent County Councils Social Services?
		Is the grant for non-political or non-quasi-political organisations or projects?
		Is the grant application for £1,000 or less?
		For applications in excess of £1,000, has the applicant fully detailed the exceptional circumstances?
		Does the application include the required financial and organisational information?
		Is this the only application in this financial year from this group or organisation?
		Is the applicant based in the Parish Council area? If not has the applicant detailed what proportion of beneficiaries of the grant reside in the area?

		Is the application for future funding? (ie not retrospective)
		Is the grant for the sole use of the applying group and not to pass on money?
		Has the applicant demonstrated how one-off grant funding will lead to greater self-sufficiency and lessen the need for future applications?
		For applications for funds for security measures, does the applicant have the support of the local police or crime reduction officer?

Assessing officer.....

Date of assessment.....

Decision (delete as applicable) reject / return for further information / proceed to council.

Approved as an agenda item for the Parish Council meeting on .....

Outcome at that meeting .....