



# Hockley Heath Parish Council

## Small Grant Awards

### Terms and Conditions for Applicants

#### **Background**

Hockley Heath Parish Council Small Grant Awards was established in 2010. The aim is to support community and residents groups which directly benefit inhabitants of Hockley Heath, Solihull. Grants may be awarded to voluntary organisations and community groups, which, in the opinion of the Council is in the interests of the Parish of Hockley Heath and/or its inhabitants and will benefit them in a manner commensurate with the expenditure.

#### **Important Dates**

The amount allocated to the small grants will be outlined in the annual precept. There will then be three deadlines each year for applying for the grant. These will be the Parish Council meetings in March, June and October. Parish Council meetings are held on the 3<sup>rd</sup> Thursday of the month. For more information about this or any other matter concerning these grants, please contact the Parish Clerk, details of who are at the end of this notice.

All applications will be considered on their individual merits. The final decision on assessment of applications and the level of any award offered lies with the Hockley Heath Parish Council.

#### **Eligibility**

Before a grant can be offered, an organisation must show that:

- It is a properly constituted organisation. Any affiliations to regional / national bodies should be noted
- Its financial position is such that the grant is essential to the early commencement of the project
- It has investigated other sources of funding

#### **Conditions**

- If the grant is put to purposes other than those for which the grant was awarded without prior approval of the Parish Council, the recipient organisation shall be required to repay the grant
- The organisation shall supply such information as the Parish Council may request regarding the impact of the project on the Parish of Hockley Heath and/or its inhabitants

### **Amount of Grant**

- Applicants will be required to meet a significant proportion of the estimated costs of the project
- In determining the level of grant to be awarded, the Parish Council will take into account the organisations resources, location, type of intended benefit, contributions from other funding bodies and the total cost of the project

### **Timescales**

- Grants will be awarded three times a year at the Parish Council meetings scheduled for March, June and October. Dates are displayed on the Council Notice Board and applications should be received by the Clerk no later than **2 weeks prior to the meeting**
- Completed application forms should be forwarded to the Clerk at the address below. An acknowledgement of receipt will be sent if requested.
- All applicants will be notified within two weeks of the Council meeting, of any decision being made

### **Payment**

- Cheques will be made payable to the organisation and not any one individual
- Clear indication of how the grant has been spent will be required

### **Monitoring and Audit**

- The organisation must complete the necessary monitoring requirements of the grant. These will be identified in any ensuing offer letter.

All application forms and queries concerning the Hockley Heath Small Grant Awards should be directed to:

Mrs Hilary Goodreid  
Clerk  
Hockley Heath Parish Council  
PO Box 16443  
Sutton Coldfield  
B73 9WA

Tel: 07703 647 883

Email: [hhpc2009@hotmail.com](mailto:hhpc2009@hotmail.com)

Web: [www.hockleyheath.org.uk](http://www.hockleyheath.org.uk)