HALLOW PARISH COUNCIL

Email: clerk@hallowparishcouncil.gov.uk
Tel: 07539 638 121
Chair: Hazel Kemshall
Parish Clerk: Julia Hixson

Adopted date: January 19th 2026
Signed: Chair: Hazel Kemshall
Review date: January 2029

GRANTS AND DONATIONS POLICY

Hallow Parish Council works hard to use its funds wisely to support local groups and local events for the following reasons which include:

- **Supporting Community Wellbeing**
  We help fund projects that promote health, happiness, and social connection—for example, community gardens, wellbeing events, or support groups for vulnerable residents.
- **Encouraging Local Engagement**
  By supporting clubs, societies, and events, the Parish Council helps build a stronger sense of community and encourages **people** to get involved in village life.
- **Improving Local Facilities and Services**
  Funding may go toward upgrading local amenities like playgrounds, village halls, noticeboards, or benches—enhancing the quality of life for all residents.
- **Supporting Voluntary and Charitable Efforts**
  Many local groups rely on volunteers. Grants and donations help sustain their valuable work, such as running youth clubs, litter picks, or senior lunches.
- **Promoting Cultural and Recreational Activities**
  Events like fetes, performances, or sports tournaments enrich village life and bring residents together—especially when they celebrate local heritage or creativity.

The Council sets an annual budget for grants and donations, which may vary depending on its overall financial commitments.

What is the difference between a Grant or a Donation?

A grant is a payment made by a parish council to an organisation to support a specific project or service that benefits the community, usually following an application and subject to conditions - such as a tangible asset.

A donation is a one-off voluntary payment made by a parish council, usually without conditions, to support a charitable cause or event - no tangible product, no expectation of an end product.

Key Difference

- Grants are purpose-specific and policy-led.
- Donations are general and discretionary.

Grants and Donations – Application Procedure

Hallow Parish Council welcomes applications for grants and donations that support projects and initiatives benefiting the local community. As all funding comes from public money, applicants must show that funds will be used responsibly. Please note that available funds are limited.

Application Process (Grants and Donations)

- All applications must be submitted using the Parish Council Application Form.
- Applications are considered at a future Council meeting.
- Applicants will be notified when their application is on the agenda and invited to attend and present their proposal.
- Meeting dates are published in advance on the Parish notice boards and the website.
- Decisions are made by Councillors at Council meetings.

Grants

Grants are usually awarded for specific capital projects, such as equipment or asset purchases.

- Applications must include full details of the project or item, including supplier information, specifications, and total cost.
- Any other funding sources must be declared; grants may be conditional on those funds being secured.
- Funds must be used only for the purpose approved.
- If plans change or the grant cannot be used, the Parish Council must be informed promptly.
- Any unused funds must be returned.
- Once the project is complete, applicants should provide a short confirmation, copies of receipts, and photos where possible.
- Applicants must demonstrate sound financial management and provide their most recent audited accounts.
- VAT should not be included if it can be reclaimed.
- Priority is given to projects delivering clear and timely benefits to the Hallow community.

Donations

Donations may support local schemes or projects where funding cannot be linked to a specific capital item. The Council does not generally support national campaigns.

- Applications should explain the purpose of the project, the amount requested, and any fundraising deadlines.
- Please explain what will happen to funds if the overall target is not met.
- Applications must clearly show how the project is relevant to Hallow and how parishioners will benefit.

Acknowledgement of the Council's support

Successful applicants are kindly asked to acknowledge the Council's support in any publicity or reports and to share copies with the Parish Council. Where appropriate, items purchased should note the Council's contribution.
To apply for a grant or donation, please complete the Application Form at the end of this document.

Other Criteria that the Council will consider when reviewing your application:

- Religious groups can apply if the project clearly benefits the wider community, regardless of beliefs, and this community benefit must be demonstrated throughout.
- Grants/donations to churches are usually limited to grounds upkeep or environmental projects. Church halls may receive grants/donations if they are genuinely used by the wider community.
- Schools may only receive grants/donations for environmental projects or where the proposal clearly benefits the wider community or wider society.
- Education, health, or social-service organisations can apply if they show partnership working and clear community benefit.
- Applicants must provide evidence that no other funding stream is available — including, but not limited to, funding routes specific to businesses, schools or churches.
- Grants/donations must be spent exactly as stated in the application unless written approval is given for a change. Any unspent funds must be returned by 31 March of that financial year.
- Applicants are responsible for administering and accounting for the grant/donation.
- The council may request further information and will consider previous awards and the applicant's efforts to secure other funding.
- Grant/donation size is entirely at the council's discretion, and additional conditions may be applied.
- For significant applications, up to three quotations may be required to ensure financial prudence.
- The council may refuse applications that do not align with council objectives, public interest, or sound financial management.
- The council may also offer match-funding, where appropriate, to support organisations that raise part of the project funding themselves.

End of document.

HALLOW PARISH COUNCIL

APPLICATION FORM FOR A GRANT OR A DONATION

Please return completed application and supporting information to:

Julia Hixson, Clerk to the Council
c/o The White House, Browns Way, Hallow, WR2 6LD
Email: clerk@hallowparishcouncil.gov.uk

YOUR GROUP/ORGANISATION	
Name of group/organisation	
Name of applicant and position held in group/organisation	
Address for correspondence	
Telephone number (daytime) Email address Website address if you have one	
Summary of aims and objectives of group/organisation – you can add more detail on separate sheets Please explain how the grant/donation will help the Parish of Hallow.	
Is the group/organisation a Registered Charity? Or a Limited company? (If so, please supply registration number)	
Number of members/users in the group/organisation. How many come from Hallow?	

DETAILS OF GRANT/DONATION APPLIED FOR	
Total cost of project	
Amount of money requested	
Have you applied to any other organisation to fund this? Details of funds you have raised so far - from your group or funds from other organisations, or other bodies.	
Details of what the money is for and how many Hallow residents will benefit (continue on a separate sheet if required)	

PREVIOUS APPLICATIONS
Details of previous monies given to your group/organisation by Hallow Parish Council in the last five years

ACCOUNTS
Please attach a copy of your most recent accounts (if you have any). New organisations should attach a budget forecast. Please attach estimates you have obtained for the work involved (this is mandatory for all capital projects)

I certify that the above information is correct and that I will submit evidence of the work being done, a progress update, a report on completion, and acknowledgement of the Council's input in all publicity normally within 12 months.	Name (please print)

Signed	Date