**THE HAVENS COMMUNITY COUNCIL**

**GRANTS & HONESTY BOX DISTRIBUTION POLICY**

At its discretion, The Havens Community Council awards (i) Grants, and (ii) Distributions from the Trafalgar Car Park Honesty Box to local community organisations which can demonstrate a clear need for financial support to benefit residents of the wards in the Havens for:

* Providing a service
* Enhancing the quality of life
* Improving the environment
* Promoting The Havens Community Council area in a positive way

1. The organisation must be non-profit making or charitable. Awards will not be made to individuals and would not normally exceed 50% of the cost of the project or activity (can include volunteer hours).

2. Awards will not be made retrospectively and only one application for an award will be considered from an organisation in any one financial year. The maximum Grant available is £1,000 and the maximum Distribution from the Honesty Box is £500.

3. Applications for Honesty Box Distributions up to £500 must be received by the 31st August of each financial year and by the 31st December of each financial year for Grants up to £1,000. The attached application form should be used in both instances.

4. All awards must be used within six months from the offer date.

5. All awards are granted on a one-off basis – if required for subsequent years a new application must be made each year.

6. An award may only be used for the purpose set out in the application and it cannot be given or transferred to any other group.

7. Any monies not used, in part or full, for the agreed purpose must be immediately returned to the Community Council.

8. At the Council’s discretion, for Grants, (over £501) groups may be subject to a visit by the Clerk and/or Councillors to assess how the Grant has been managed.

9. The Council will require full written details of how the money has been spent within 1 year of the award being made.

10. The Community Council will not offer financial assistance to any political party or national charity.

11. Awards will not be awarded to bodies that unitary or national government has a legal obligation to fund.

12. Recognition of the award from the Havens Community Council must be made in any publicity and in the group’s accounts. The Council may use the name of your group and its project in our own publicity material.

**13. All awards are at the sole discretion of the Havens Community Council.**

## THE HAVENS COMMUNITY COUNCIL

## APPLICATION FORM:

## GRANT AID or HONESTY BOX DISTRIBUTION

1. **Name of Organisation/Body seeking grant – if applicable please include details of registered charity number:**

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1. **Person to contact:**

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| **Name:**  **Address:**  **Telephone (Home):**  **Telephone (Work):**  **Telephone (Mobile):**  **Email:** |

1. **Aims of the group: - Please include the number of people involved in your group and approximately what percentage of the group live in the Havens Community Council Area.**

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1. Please give details of the purpose for which the Award is required and the sections of the community that will benefit (continue on a separate sheet if necessary).

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**5. Total cost of scheme/project/activity for which support is required:**

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| --- |
| **£** |

**6. Amount of award applied for:**

|  |
| --- |
| **£** |

7. What other sources of funding have been considered or are available for this scheme?

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1. Financial

Please enclose bank statements covering the past three months plus your latest audited accounts. If a newly set up group, please supply supporting information as follows:

1. Income and expenditure account / balance sheet
2. Club / group’s constitution or rules
3. Is your group registered for VAT? YES / NO
4. Are you a profit-making group? YES / NO

1. Full account name and bank account details of the Organisation.

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

Signed:

Position in Organisation:

Date:

Please return this form to:

The Havens Community Council

45, Croft Road

Broad Haven

Pembrokeshire

SA62 3HY

Tel: 07850 543434

E-mail for the Clerk: - [clerk@havenscommunities.org.uk](mailto:clerk@havenscommunities.org.uk)

For Honesty Box Distributions: -

£500 or less please return this form by no later than the 31st August

For Grants: -

£501 or more please return this form by no later than the 31st December