

# Houghton-on-the-Hill Parish Council

## Policy for Community Events Funding

### What Community Events Funding can be used for

1. Any funding application must be for costs specifically associated with:-
  - a. An event such as a community celebration or an important occasion.
  - b. The promotion of a new community activity which will involve and bring direct benefit to a significant proportion of Houghton residents.
2. The applicant for any event must have a clearly defined aim, a time schedule showing the preparation and delivery of the event and a budget.
3. Any funding must only be used for the purpose for which it was awarded.
4. Funding can be applied for with the intention of obtaining additional funding for the same project from other applicants. This intention should be made clear in the application.
5. Recognition will be given to an applicant that is part-funding their event.

### Who cannot apply for Community Events Funding?

6. Applications will NOT be considered from:
  - a. Applicants intending to support or oppose any particular political party.
  - b. Applicants that discriminate on grounds of disability, age, sex, race, religion or belief or sexual orientation.
  - c. Applicants operated as a business to make a profit or surplus.
  - d. 'Upward funders', i.e. local groups whose fund raising is sent to their central headquarters for redistribution.

### Process of Applying for Community Events Funding

7. Funding applications will be considered only upon completion of a Community Event Fund application form which is available from the Clerk or from the Parish Council website [community-event-fund-application-form.pdf \(houghtononthehillpc.org.uk\)](https://www.houghtononthehillpc.org.uk/community-event-fund-application-form.pdf). All questions on the application form must be answered in full. Applicants may provide additional information in support of their event in writing or at the informal public participation session of the relevant Parish Council meeting.

8. The Parish Council reserves the right to:
  - a. Request any further information that it deems necessary.
  - b. Refuse any funding application which is considered to be inappropriate or against the objectives of the Parish Council.

### **Timetable for submitting and approving Funding Applications**

9. The deadline for submission of Community Event Fund applications is the first of the month. The application will then be considered by the Parish Council at its next meeting.

### **Payment of Community Funds**

10. The Parish Council will pay funding upon receipt of documentary evidence that the funds requested have been spent, or will be spent on the purpose for which the funding was awarded. This could be receipts for payments that the applicant has made, or a copy of invoices that require payment.
11. The amount of any funding awarded is at the sole discretion of the Parish Council and may be subject to additional conditions.
12. Any funding which the Parish Council offers is made on the understanding that the applicant is responsible for obtaining any necessary legal permissions and the offer of funding should not be taken as authorisation.