

Sir John Wood Hengrave and Flempton Trust

Applications and Grants Policy

1. Purpose

1.1 The purpose of this policy is to set out the principles, criteria and processes that govern how the Sir John Wood Hengrave and Flempton Trust makes grants.

1.2 A grant is defined as a financial award the Trust makes from its funds to the inhabitants of the parishes of Hengrave and Flempton in Suffolk for the purpose of recreational, community and educational development.

2.1 The Sir John Wood Hengrave and Flempton Trust is a registered charity, number 801873.

3. Principles

3.1 All parishioners who currently reside in the said parishes, have been resident in the villages for a minimum of one year and are on the electoral register will be eligible to apply for a grant for the purposes made above. Parents and guardians may also apply on behalf of minors or for those who live within the parishes for whom they have legal responsibility.

3.2 Grants will be made only to individuals and community projects.

3.3 Awareness of the grants will be made via the village notice boards, parish magazine and the parish council website.

3.4 Applications forms will be available either via the parish website or from the Trust's secretary whose contact details will be included in the parish magazine and on the village noticeboards.

3.5 The grant making year will run from January to December with applications accepted at any time, to be dealt with on a quarterly basis.

3.6 There will be a limit of £500 per application. The trustees will have discretion to increase this limit in exceptional circumstances.

3.7 Successful applicants will be excluded from further applications for 12 months from the date of allocation of the grant.

3.8 Following an unsuccessful application a new grant application cannot be made within 12 months of the previous application.

4. Grant-making criteria

4.1 It will be a condition of application that applicants are on the electoral register of the said villages.

4.2 The above criterion will be verified by the Trustees.

4.3 Applications will only be considered after receipt of a completed application form along with full supporting information.

4.4 The initial application must have details of all intended uses of the grant. Additional uses cannot be included at a later date, either before or after the grant has been considered and a decision made.

4.5 Applicants will be required to provide evidence to back their application e.g., a course prospectus.

4.6 Applicants will be required to provide quotations if applicable.

4.7. The confidentiality of all applications will be guaranteed according to the data protection laws.

4.8 The applicant will be required to show evidence of the use of the grant e.g., a receipt in respect of a purchase, or confirmation from a college of the applicant's attendance at the funded course.

4.9 Applicants must agree to return the grant if it is found that the funding is no longer needed.

4.9a The charity will be empowered to use legal means to reclaim money if the application is found to be fraudulent.

5. Grant-making processes

5.1 Trustees will meet when required to consider applications.

5.2 A minimum of three trustees must consider each application

5.3 Applicants must be prepared to provide such other information as the Trustees may reasonably require in order to assist them in their decision-making process.

5.4 Trustees will aim to write to all applicants informing them of the outcome of their application for funding within four weeks of the assessment meeting.

The Trustees decision is final.

August 2023