

1. INFORMATION ABOUT THE CHARITY

ABOUT THE WEST HACKNEY PAROCHIAL CHARITY?

From the early 17th century legacies have been left in trust to the vicars and churchwardens of Hackney. Each of these funds was administered separately. The income from these bequeathed properties and investments were used to buy specific items for needy people. The first of these legacies was left by Thomas Heron in 1603, the year that Queen Elizabeth I died.

At the time The Church of England was seen as a kind of “local authority” and The Rectors and Churchwardens of each of the 4 parishes created in 1833 of Hackney were responsible for the local distribution of these Charitable funds.

In about 1900 a new charity was created to manage the bequeathed properties, and the three Parochial charities of West Hackney were created to distribute the proceeds for the relief of poverty. The beginning of the modern welfare state began in 1911 when David Lloyd George suggested everyone in work should pay national insurance contributions for unemployment and health benefits. This slowly allowed the Parochial Charities to change how these proceeds were distributed within their local communities.

Today West Hackney Parochial Charity gives grants to organisations and individuals in the Ecclesiastical Parish of West Hackney. The grants given are not influenced by religion or race and The Charity is governed by the Charity Commission; charity Number 208941.

The Trustees consider grant applications for purposes that come under the Charity's objects, which are:-

- 1. To improve education and training opportunities for people under the age of 25 years.*
- 2. To relieve individual or general need, hardship or distress.*
- 3. Towards charitable purposes for the general benefit of the residents of the area as The Trustees see fit.*

WHO MAY APPLY TO THE CHARITY FOR A GRANT?

The Trustees welcome applications from organisations based in the parish or in the surrounding parishes, but they must provide proof in the application that the work which needs funding is specifically for the benefit of people who live or are based within the area of benefit.

Individuals are encouraged to apply for grants with the support of local registered charities.

2. HOW TO MAKE AN APPLICATION FOR A GRANT

HOW DO YOU GO ABOUT MAKING AN APPLICATION?

If you consider that the purpose for which your organisation is seeking a grant falls within the objects of the charity then you should complete the appropriate application form and return it to:

*West Hackney Parochial Charity
6 Trull Farm Buildings
Tetbury
Gloucestershire
GL8 8SQ*

Your application should be endorsed by two referees who know the work of your organisation. These referees should be totally independent of your organisation and should not be a relative or partner. Suitable referees include prominent members of our local community, other charities, local councillors etc.

WHEN CAN YOU SUBMIT AN APPLICATION?

You can submit an application at any time but please note that trustees meet quarterly to consider applications, and only certain types of applications will be considered at meetings. In order that there is plenty of time to process appeals, they must arrive at the office one month before the meeting. Exact deadline dates can be obtained from the administrators. Please note that it can sometimes take up to nine months for these applications to be fully assessed, although 95% of applications are resolved during the trustees' meetings. Applicants will be informed of the Trustees' decision as soon as possible.

WHAT HAPPENS NEXT?

The Trustees discuss each application carefully, after which they may:-

- *make a grant up to the full amount requested by the applicant*
- *make a grant that is a proportion of the full amount requested by the applicant*
- *request further information from the applicant before they come to a final decision*
- *request that they make a visit to the individual or organisation concerned before they come to a decision about making a grant*
- *refer the application to one of the Trust's sister charities, within whose area and terms of benefit the application may fall*
- *decline to make a grant.*

AND THEN....?

Payments may be made in full at that point, or in instalments, according to the nature of the application and the grant made.

Successful applicants will be required to complete an evaluation form nine months after receiving the award.

The Trustees require that successful applicants acknowledge the Charity in any publicity material or at any events that may be held.

WHAT TERMS & CONDITIONS ARE ATTACHED TO ANY GRANTS THAT ARE MADE?

1. The grant is made only for the purposes as agreed by the Charity and awards are based upon the information supplied in your application.
2. Grant holders must request the Charity's permission before implementing any variations. The Charity reserves the right to claim back any grant or part of a grant which has not been used for the purposes agreed.
3. Grant holders must inform the Charity of any underspend in a grant and any decision to claim back the grant or any part of a grant shall be at the sole discretion of the Trust.
4. Organisations must keep proper and up-to-date records and accounts that show how the grant is being used. The financial records should be available to representatives of the Charity for inspection at reasonable notice.
5. Grants should be spent within one year of being awarded. A report on how the grant has been spent and what has been achieved will be required. A monitoring form for this purpose will be supplied.
6. Signed annual accounts showing the grant must be sent to the Charity within 9 months of the end of the organisation's financial year.
7. Payments of future grants are subject to availability of funds.
8. Grant holders must obtain the prior written consent of the Charity before disposing of any capital equipment bought with a grant. This will apply for a period of two years after the grant has been made.
9. The Charity normally expects grant holders to acknowledge its support wherever appropriate and can supply a logo for this purpose. Organisations must acknowledge the support of the Charity in their Annual Report.
10. Organisations and individuals will be expected to repay grants if they are found to have acted fraudulently or negligently. Any inaccurate disclosure or failure to disclose relevant information requested, will be grounds for seeking immediate repayment of any grant made. Any decision to claim back the grant or any part of the grant shall be at the sole discretion of the Charity.
11. Grants will be paid by direct credit transfer to an organisation's or individual's bank or building society account. A cancelled specimen cheque, or equivalent proof of account details, must be provided with your application form.
12. The grant is for the use of a particular organisation or individual and must not be given, or transferred, to any third party.
13. Any grant awarded cannot be used to pay for expenditure incurred or committed prior to the date of the grant notification letter.
14. Organisations and individuals will be expected to repay grants if they are found to have acted fraudulently or negligently. Any inaccurate disclosure or failure to disclose relevant information requested, will be grounds for seeking immediate repayment of any grant made. Any decision to claim back the grant or any part of the grant shall be at the sole discretion of the Charity.