

# West Felton Parish Council

*A template application form is included as an appendix.*

## Grant Awarding Policy

The Council is an active supporter of the community it serves and sets a budget each financial year to enable it to make small grants to assist local groups and organisations.

### Who may apply?

- (a) Local Clubs or Societies:
- (b) Regional/National Charitable Bodies providing a service, which may benefit the local community.

### When and how to apply?

Applications for small amounts (unlikely to exceed £100) should be submitted in writing by a responsible member of the organisation and sent to the Parish Clerk for consideration. Applications may be made at any time during the year but must be received by the Clerk before the end of December for consideration at the Council meeting held in January each year.

Members judge applications on merit and approved grants will be paid after the Council's meeting in May.

### Conditions of the Grant

The grant must be used for the purpose for which the application was made and written proof to the Council must be made within one year of the grant being awarded.

### Major Grants

The Council may make grants to Parish clubs or societies to help with the cost of clearly defined development projects. These grants will not normally exceed £500.00. A member of the organisation may be asked to attend a Council meeting to discuss the application. The Council will reserve the right to monitor the project to ensure that the grant is used in accordance with the application.

An application for a grant must be made in writing by a responsible member of the organisation and sent to the Parish Clerk, including with the application, a copy of the most recent audited accounts and full details of the project and any relevant quotations.

Signed: *M Hesketh* (Chairman of the Council)

Policy adopted by Council on *10 July 2018*

### **GRANT APPLICATION**

Each year the Council has a small budget allocation available to give as grants to local organisations to help you improve the wellbeing of people living in the community. Before reading on please check that you or your organisation is eligible for a grant.

#### **About you**

- You can apply as an individual or an organisation.
- You must either live or work in the Parish or be very closely associated with the Parish.

#### **Your idea for a grant must**

- improve the wellbeing of people in the area.
- support some aspect of the Parish Plan. Copies of the Parish Plan are available from the Clerk or can be downloaded from the web site.

#### **Your application should be**

- for a small sum of money - **a maximum of £500**.
- if possible have some matching funding – of between 25%-50%.
- for something that it might be difficult to find funding for from somewhere else.

#### **Help with your application**

If you are thinking of making an application, please contact the Parish Clerk. If you do not meet all the criteria listed above it might still be possible to apply for a grant, but you should certainly talk to the Parish Clerk first.

#### **Timetable for applications**

There is one round of applications for a grant, and the deadline for applications is 31 December each year. We shall inform you about the success of your application before 31 January.

#### **When you have finished your project**

We shall expect you to spend the grant within 12 months and submit a short report and statement of accounts. The Parish Clerk will explain the format of the report and accounts to you.

#### **If your grant award is not successful**

We shall explain why your application was not successful and advise you about further applications.

#### **Application Form**

Please complete below in black ink and return it to the Parish Clerk by 31 December. You can submit the form by hand or post to the Parish Office or by e-mail.

# West Felton Parish Council

## ABOUT YOUR ORGANISATION

1. Name and address of the organisation making the application
  
2. Named contact for this application. Please include your telephone number/email
  
3. What kind of organisation is it? Please tick one.  
Registered Charity - and provide the reference number  
Limited Company - and provide the company number  
Unregistered/informal organisation

*Please attach a copy of your Constitution or formal documentation to this application. You do not need to do this if you have already submitted this with a previous application and it has not changed, or if you are applying as an individual or unregistered organisation.*

4. Briefly describe the aims of your organisation, the needs you seek to meet and the people you work with.
  
  
  
  
  
  
  
  
  
  
5. What area do the activities of your organisation cover? Please circle one  
Parish area only   Parish area and other areas   Areas other than the parish
  
6. How many people take an active part in your organisations or activities?.....  
About what proportion of these people come from the parish? .....
7. Does your organisation employ any staff and if so – how many? .....

## WHAT REASON YOU WANT TO APPLY FOR A GRANT?

8. Explain the reason you want a grant, who will benefit and how.

# West Felton Parish Council

9. Explain how this grant will help the Parish Council achieve our Parish Plan.
  
  
  
  
  
  
  
  
  
  
10. What is the total budget for your grant? Please give a breakdown of costs.
  
  
  
  
  
  
  
  
  
  
11. How much money of this budget are you requesting from the Parish Council?
  
  
  
  
  
  
  
  
  
  
12. Have you applied to any other organisation to fund this grant? If yes, please give details.

## YOUR EXPERIENCE OF MANAGING GRANTS

13. Have you received grant funding from any organisation in the past? If yes, please give details.

## SUBMITTING YOUR APPLICATION

14. You should sign below that you agree with the following statement:

I am authorised to apply for this grant on behalf of the organisation named above, and to the best of my knowledge the information included in the form is correct.

Please submit the following documents with your application.

- A copy of your constitution or document of rules if you have them
- The name and address of the Chairperson of your organisation
- Your most recent annual statement of accounts