

# WILSTEAD PARISH COUNCIL

## Grant Application Form

Please read the Council's policy and procedure for awarding grants before completing this form. You may use a continuation sheet detailing further information relevant to your application if necessary.

Name of organisation making the application	
Type of Organisation	
Are you a registered charity? If yes, please provide your registration number.	
Name of person to whom correspondence should be addressed	
Address of correspondent	
Contact Email Address	
Contact Telephone Number	
Payee for grant cheque	
Details of the organisation i.e. what does it do? What age groups do you cater for? How many members do you have?	
Amount of grant applied for	£

<p>Please explain fully what the Grant is required for, who will benefit and when funds are required.</p>	
<p>Is your Organisation registered for VAT? If so please provide VAT number.</p>	
<p>Have you applied to or do you intend to apply to any other organisations for Grant Aid for this or any other project in the next 12 months? Please provide full details.</p>	
<p>What is your budgeted income and expenditure for the next 12 months?</p>	
<p>How do you raise income? Give details of subscriptions, fundraising and contributions 'in-kind' etc.</p>	
<p>Please provide a copy of the most recent Income and Expenditure Account and Balance Sheet for your Organisation.</p>	
<p>Please enclose a copy of the last 3 months bank statements.</p>	

Please complete this application form fully and accurately and return together with all supporting information to the Office of the Parish Council at [office@wilsteadparishcouncil.org](mailto:office@wilsteadparishcouncil.org).

Should you have any questions regarding your application then please contact the Office.

Feel free to enclose any other information that you consider relevant to support your application.

On receipt of the Application Form and supporting information the Council will then formally consider the Application at the next scheduled meeting, dates of which are available on our website.

**I hereby certify that all of the information contained within this Grant Application is true and accurate to the best of my knowledge and understanding and undertake to advise the Parish Council immediately should I become aware of any discrepancies. I agree that failure to disclose any facts considered relevant by the Parish Council may disqualify my application.**

**Signed.....**

**Position..... (e.g. Chairman, Leader)**

**Dated.....**

# Grant Awarding Policy

1. The Council will set an annual budget for grants and will adhere to it. The total amount of grant money available may vary from year to year.
2. Requests for grants will only be accepted for consideration provided that the Council's grant application form has been completed and appropriate supplementary information provided.
3. Applicants may be required to attend a meeting to answer any questions Council may have about the project.
4. Grants given will not exceed £2,000.00 for Capital projects and £500 for revenue expenditure. Grants will not be made retrospectively (unless under exceptional circumstances).
5. Grants will not be given to individuals.
6. The Council requires all recipients of grants in excess of £500 to provide a written report of how the grant money has been used within 6 months of receipt of the grant. It may take the form of an annual report or set of accounts that clearly identify the manner of spending.
7. The Parish Council will not normally fund more than 50% of the cost of a project.
8. In the event of there being more applications than the Council has budgeted for, the successful applications may be scaled down to fit the budget, or deferred, rather than deleting applications which merit a grant.
9. Grant recipients will be requested to provide evidence of purchase.
10. The Parish Council will consider only one application for each project in any one financial year. However, an organisation may apply for funding for more than one project within a financial year.
11. If the organisation making the grant application owns or leases property which other bodies hire for use, the Council will expect them to demonstrate that they make a distinction between not-for-profit and for-profit hirers in the rates they charge. (Businesses should not be subsidised with public funds.)
12. Unsuccessful project applications will not be reconsidered for a period of not less than 2 years.
13. Factors the Committee will take into account when considering a grant application.
  - ***Will all or part of the Parish or all or some of its residents benefit from this grant?***
  - Has the Parish Council the power to make this grant?
  - Has the applicant demonstrated some degree of fundraising on a 'self-help' basis?
  - Has the applicant applied previously or applied to other authorities/sources of funding?
  - If the applying group employs paid staff, is it a registered charity?

## Examples of Procedure Criteria

### 1. General Guidance

- ***The Council will not normally make grants to organisations outside of the Parish, unless there are direct benefits to the parish.***
- Applications should be made for 'one-off' items e.g. capital expenditure. Recurring revenue bids will not be considered for the same project or aim within a 24 month period.
- Organisations employing staff must provide a full breakdown of staff and salaries.
- Applicants will be expected to show a degree of fundraising on a 'self-help' basis.

### 2. The Application Form

Applicants must complete the grant application form issued by the Parish Council and submit it to the Office of the Council (see below), together with the appropriate supplementary information. Original signatures required.

E-mail: [office@wilsteadparishcouncil.org](mailto:office@wilsteadparishcouncil.org)

### 3. Payment of Grants

In the case of organisations/projects receiving a single grant from the Parish Council only, they have the choice of a single one-off payment, or the funding can be held by the Parish Council and released by the Office on an authorised request.

In the case of organisations/projects in receipt of match-funding of which the Parish Council is one of the partners/funding agencies, the Parish Council will pay its contribution against an invoice.