

Allocation of grants to local organisations

Each year the council decides on a sum of money for grants from its budget. This year the sum is £3,600. All organisations in the parish can apply for grants. Once the £3,600 has been allocated, the parish council will only consider emergency requests for help.

1. A grant is a payment or gift made by the parish council to an organisation for a specific purpose. The law requires that these grants must be in the interests of parishioners, and that the direct benefits should be commensurate with the expenditure. Typically, grants might be used to:
 - buy equipment either in part or in full
 - fund transport that will enable group members to take part in a group trip or outing
 - organise events that raise the profile of Fressingfield Parish
 - pay start-up costs of an organisation
 - pay for hosting special events or celebrations
 - provide provision of recreational facilities
2. New grant applications will be considered at meetings of the parish council finance committee. Exceptionally grants may be considered outside of this timetable should the parish council considered it necessary.
3. To be eligible, groups or voluntary organisations must be based in the parish of Fressingfield.
4. The purpose of the grant should not contravene the council's equality policy.
5. The grant recipient must supply the parish council with a statement confirming how the grant has been used within three months of receiving funding, unless otherwise agreed with the finance committee.
6. The organisation or group must agree to acknowledge the contribution of Fressingfield Parish Council in any publicity material produced relating to the item or activity and agree to details of any grant being published.

The application procedure

Organisations or groups requesting financial help will be expected to submit

- a completed application form
- where appropriate a copy of the latest approved accounts statement or other financial report
- copies of bank statements covering the past six months

Applications will not be considered from

- individuals
- political parties
- private organisations running as a business
- upward funders, i.e. local groups where fund raising is sent to a central HQ or regional centre for redistribution.

Assessment

Each application will be considered on its own merits. To ensure fair distribution of resources, the committee will consider the amount and frequency of any previous grant awards. Groups applying for a grant will usually have a members subscription rate that is commensurate with its running costs. Account may also be taken of the extent to which funding has been looked for or secured from other sources or fund-raising activities. Proposals for match funding will also be considered.

The application form

A. Your organisation:

Please give us the following information about your organisation, club or group

Name of Organisation: Click or tap here to enter text.

Address: Click or tap here to enter text.

E-mail address: Click or tap here to enter text.

Website address, if available: Click or tap here to enter text.

Description of your organisation's activities. Click or tap here to enter text.

How many are in the group or organisation? Click or tap here to enter text.

How long has your organisation been in existence? Click or tap here to enter text.

Any grant will be paid into your organisation's bank account. Please give details:

Bank name: Click or tap here to enter text.

Account name: Click or tap here to enter text.

Account number: Click or tap here to enter text.

Sort code: Click or tap here to enter text.

B. Who should the council contact regarding this application?

Name of contact: Click or tap here to enter text.

Position: Click or tap here to enter text.

Address for correspondence (if different from above):

Click or tap here to enter text.

Email: Click or tap here to enter text.

Tel : Click or tap here to enter text.

C. Your application

a) Description of project or scheme for which grant is intended:

Click or tap here to enter text.

b) How many will benefit from the proposed project or scheme and how many of these are Fressingfield residents? Click or tap here to enter text.

c) Total cost of project or scheme: £Click or tap here to enter text.

d) How much are you applying for from the parish council? £Click or tap here to enter text.

Please give an itemised breakdown of the expenditure. Include evidence (e.g. estimates or price lists) of the cost of expenditure where possible.

| ITEM | COST £ |
|----------------------------------|----------------------------------|
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| TOTAL | Click or tap here to enter text. |

D. Have you made a grant application to any other body for this project? Choose an item.

If yes, please give details:

| Name of organisation applied to | Amount applied for | Date of application | Amount received |
|----------------------------------|----------------------------------|-------------------------------|----------------------------------|
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |

If you have received any other sources of funding in the past year, not specified above, please give details:

Click or tap here to enter text.

E. Previous applications

Has your organisation previously applied for a grant from Fressingfield Parish Council? Choose an item.

If yes, please give details of the project and the date and amount of grant received, if any.

Click or tap here to enter text.

F. Additional information

Are there any other comments you wish to make to support this application?

Click or tap here to enter text.



G. Your financial situation

All applications must be accompanied by the following financial information:

- a copy of your latest approved accounts or other financial report which indicates your financial position
- photocopies of bank statements covering the past six months

If you are unable to supply this information, please contact the parish clerk for advice before submitting this application. (Details on the guidance accompanying this application form.)

NB Grants will only be given to groups or organisations which can show that they are viable

H. Proof of expenditure

Where a grant is awarded for the purchase of specific equipment/items, proof of purchase will be required. The return of the grant to the parish council could be required without these.

I have read and noted the parish council rules relating to this application and agree to provide a report including photographs as appropriate for potential inclusion on the parish council web site. The grant will be acknowledged in any publicity or newsletter etc. that the group/organisation produces.

Signed:

Date: Click or tap to enter a date.

Position in organisation: Click or tap here to enter text.

Once completed, return the form to Mr A J Parris, clerk to the council. clerk.fresspc@gmail.com

Please note, if this application form is not completed in full, this will result in a delay in your application being considered. If you have any questions, contact the clerk.