

WASHINGBOROUGH PARISH COUNCIL

GRANT APPLICATION

1. Washingborough Parish Council will agree each January what budget can be allocated for the award of grants from April onwards.
2. The Council can only award grants using certain legal powers and must be confident that any grant awarded will benefit our area, or part of our area, or all or some of its inhabitants.
3. Grants must meet the Council's terms and conditions, which are set out below, and applications must be made on the Parish Council's application form.
4. All applications must be accompanied by up-to-date organisation bank statement(s) and relevant quotes.
5. Forms and the supporting information must be returned to the Clerk of the Council.
6. Applications can be made between 25th January and 31st March of each year.
7. Application forms must be returned to the Parish Clerk by 31st March. No application will be accepted or considered after this date.

Terms and conditions

8. The amount of the award will be at the discretion of the Parish Council and may not be appealed.
9. All applications will be considered on their own merits, but in general the object of the grant is:
 - a. To help fund community groups that would otherwise have limited finances,
 - b. To assist local groups in running events/activities for the village,
 - c. To help new groups setting up,
 - d. To assist the development of existing groups that benefit the community.
10. Grants will be considered for groups where there is a direct benefit to our area or part of our area, or all or some of its inhabitants.
11. Grants will not be awarded to individuals or to regional or national charities.
12. No grant will be awarded to or for any commercial venture.
13. Retrospective applications will not be funded where the expenditure had been made, the project has been carried out or the event has taken place.
14. All grants will be conditional upon submission of bank statements, and relevant quotes.
15. If the statements or quotes are not made available by the deadline 31st Mar, the grant cannot be paid.
16. All successful grant applications must be used within 12 months from date on the grant confirmation letter. If not used within this time the grant must be repaid.
17. Proof of expenditure should be made available to the Parish Council to ensure that the grant has been spent in accordance with the description of the project given at the time of the application. This proof must be received within 12 months of the award of the grant.
18. The grant must not be put to purposes other than those for which it was awarded without the prior approval of the Parish Council. If money is found to have been spent other than as specified on the application form, the Council will take the appropriate steps to recover the money.
19. Non-compliance with any of these terms and conditions will result in disqualification from future applications.

Please complete all questions, including signing the form.

A. Your organisation - Please give us the following information about your organisation	
Name	
Address & Postcode	
Description of your organisation's activities	
How long has your organisation been in existence?	

B. Contact Details	
Name	
Address & Postcode for correspondence (if different from above)	
Tel. (daytime)	
Tel. (mobile)	
Email	

C. Application Details	
Brief description of project or scheme for which grant is intended.	
Who will benefit from the proposed project or scheme?	
Total cost of project or scheme:	£

D. Contingency	
If the Council are unable to grant the full amount you have requested, what contingency do you have in place to make up the difference?	

E. Additional Information	
Are there any other comments you wish to make to support this application? Please give this information below or attach a separate sheet.	

Signed	
Print Name	
Date	

Please return to

Parish Clerk, Washingborough Parish Council, Civic Office, Fen Road, Washingborough, Lincoln, LN4 1AB

All applications will be considered by the Parish Council and then donation payments, if successful, confirmed and payment sent to the named contact above.

If you have any queries, please contact the Parish Clerk on 01522 790109 or email: washingboroughpc@gmail.com

PRIVACY STATEMENT: Washingborough Parish Council uses personal data on grant application forms for the sole purpose of assessing eligible grants and it will not be shared with any other body in accordance with the council's Data Protection Policy.

Data may be retained for up to 7 years in accordance with accounting regulations, after which it will be securely destroyed.

CHECK LIST

Have you answered all the questions on the application form?

Have you signed and dated the application form?

Have you included your organisation's bank statements / relevant quotes?

If any of these boxes have not been ticked, we may not be able to consider your application.