

WASHINGBOROUGH PARISH COUNCIL

GRANT APPLICATION FORM

Washingborough Parish Council has a small budget for the award of annual grants to offer financial support to community organisations, where the majority of members live in Washingborough, or where there is a quantifiable benefit to residents or village facilities.

The Council can only award grants using certain legal powers and must be confident that any grant awarded will benefit a majority of Parish residents

Grants must meet the Council's grant criteria, which are set out below, and applications must be made on the Parish Council's application form.

All applications must be accompanied by appropriate accounts or supporting financial information. Forms and the supporting information must be returned to the Clerk of the Council.

All applications must be returned by 1st December for the following financial year.

Terms and conditions

1. The amount of the award will be at the discretion of the Parish Council
2. All applications will be considered on their own merits, but in general the object of the grants is:
 - To allow small groups the opportunity to bid for money to assist them in their work.
 - To fund groups that would otherwise have limited finances.
 - To assist community groups that are encountering financial difficulties.
 - To help new groups setting up.
 - To assist existing organisations that benefit the community to develop.
 - To assist new organisations to become established and to assist their continued survival.
3. Grants will be awarded to community organisations where the majority of members live in Washingborough, or where there is a quantifiable benefit to residents or village facilities.
4. Grants will not be awarded to individuals or to regional or national charities.
5. The purpose for which the grant is made must be in the interest of the parish area or any part of it or all or some of the inhabitants of the Parish Council's area which is defined by the boundaries of the Parish Council. The benefit to the area or inhabitants must be commensurate with the expenditure.
6. Groups from outside the Parish who can demonstrate direct benefit to the area are eligible to apply.
7. No grant will be awarded to or for any commercial venture for private gain.
8. Retrospective applications will not be funded where the expenditure had been made, the project has been carried out or the event has taken place.
9. All grants will be conditional upon submission of audited accounts and supporting documentation for which the funding is being sought.
10. All successful grant applications must be used within 6 months from date on the grant confirmation letter. If not used within this time the grant application must be re-submitted.
11. 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.
12. All grant recipients are required to provide the Parish Council with a brief report of how the grant has been utilised. This must be submitted within 12 months of grant being paid.
13. 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.
14. The organisation or group should supply such information as the Parish Council may request regarding the impact of the project on the Parish Council's area.
15. The Parish Council has adopted an Equal Opportunities Policy and as such will give equal consideration to all valid applications from qualifying organisations.

Please complete all questions, including signing the form.

A. Your organisation - Please give us the following information about your organisation:

Name of Organisation:

Address:.....

.....Post Code:

Description of your organisation's activities.

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How long has your organisation been in existence?

B. Contact Details:

Name of contact: Position:

Address for correspondence (if different from above):

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.....Post Code:

Tel:.....(daytime)(mobile)

Email:

C. Your Application:

Brief description of project or scheme for which grant is intended

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Who will benefit from the proposed project or scheme?

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Total cost of project or scheme: £.....

D. 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:

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Signed:.....

Date:

Please return to the Parish Clerk, Washingborough Parish Council, Civic Office, Fen Road, Washingborough, Lincoln, LN4 1AB. All applications will be considered by the Parish Council and then grant 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. It will not be shared with any other body. Data may be retained for up to 7 years in accordance with accounting regulations, after which it will be securely destroyed