

# HARDWICK PARISH COUNCIL

## Small Grant Scheme Application Form

<b>DETAILS OF GRANT APPLIED FOR :</b>		
1	What do you want to use the grant for?	
2	Who will benefit from the work or activity?	
3	How much is required to pay for this?	
4	How much would you like the Council to provide?	
5	If there is a difference - if so how will you raise the difference?	
<b>DETAILS OF GROUP OR ORGANISATION :</b>		
6	Name of organisation or group applying for a grant	
7	Are you a new group in the process of being formed? Yes or No	
8	If No - when was the group or organisation established?	
9	If No - is the group or organisation a Registered Charity? Yes or No	
10	If yes please tell us the registration number	
11	Do you have a bank account? Yes or No	
12	If Yes - please provide the name of the Bank where you have an account	
13	If Yes - please provide the Account Name	
14	If Yes - please supply a copy of your latest bank statement	
15	Do you have published accounts? Yes or No	
16	If you have - please supply a copy of your latest accounts	
17	Do you have a constitution? Yes or No	
18	If you have - please supply a copy of your constitution	
19	What are the objectives of the group or organisation?	

This grant aid application should be signed by two members of your Organisation's Committee, one of whom must be the Chairman, Secretary or Treasurer.

We confirm that the information given in this application is accurate and that the Organisation undertakes to inform Council of any changes in the Organisation's circumstances that would affect this application.  
We confirm that any grant awarded by the Council will be spent only on the purpose for which it was given.

Signed.....

Signed.....

Position.....

Position.....

Date.....

Date.....

**The signing and submission of the Grant Aid form constitutes acceptance of the above by the group or organisation applying for a grant**

**Terms and Conditions of Grant**

1. Grants **can be awarded to** voluntary groups, societies, clubs, not-for-profit organisations or charities operating in the Parish area where the benefit will be predominately for the residents of the Parish area.
2. Grants **will not be awarded to** individuals. (minimum 2 or more unrelated individuals)
3. The amount of any grant award will be at the discretion of the Council
4. All applications will be considered on their merits, but in general grants can be awarded for:
  - o Capital Projects such as purchase of equipment, works to buildings, improvements to premises, improvement to the local environment
  - o Revenue Projects such as a Community Event, Festivals or other Special Events where grants towards running costs, salaries, consumables, insurance or training may be considered
5. The purpose for which any 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 area which is defined by the boundaries of the Parish Council.
6. The amount of expenditure must be commensurate with the benefit to the inhabitants of the area.
7. The Council may take into account any previous grant made to an organisation or group when considering a new application
8. No grant will be awarded to or for any commercial venture for private gain.
9. Retrospective applications will not be funded where the expenditure had been made, the project has been carried out or the event has taken place.
10. All grants will be conditional upon submission of a Small Grant Application Form.
11. All grant recipients are required to provide the Council with a brief report, including photographs where appropriate, of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved. This must be submitted within 3 months of the purchase of the capital equipment or completion of the project.
12. If the grant is put to purposes other than those for which it was awarded without the prior approval of the Council, the recipient organisation or group will be required to repay the grant to the Council.
13. The organisation or group should supply such information as the Council may request regarding the impact of the project on the Council's area.
14. Recognition of the grant from the Council must be made in any publicity issued by the receiving body.
15. Grant applications will be considered at the APM (annual Parish meeting).

**How will a grant application be assessed?**

- o Does the Council have the powers to provide a grant for the project outlined?
- o How well does the grant meet the needs of the community in providing positive benefit to residents?
- o How effectively will the group use the grant?
- o Is the cost of the project appropriate?
- o Are the expected outcomes realistic?
- o What level of contributions has been, or will be, raised locally?
- o Can the organisation or group reasonably be expected to obtain sufficient funding from another, perhaps more appropriate, sources?
- o How is the organisation or group managed and does it have a constitution?

**The grant application form should be returned to the Parish Clerk**

*FOR COUNCIL USE ONLY*

<i>Application Number</i>	
<i>Date Received</i>	
<i>Delete as appropriate</i>	<i>Approved or Declined</i>
<i>Date</i>	
<i>Amount Approved</i>	
<i>Date Funds Issued to Group</i>	
<i>Transaction Reference</i>	