

## WHISSONSETT PARISH COUNCIL

### GRANT AWARDING POLICY AND APPLICATION FORM

**Approved: 8<sup>th</sup> March 2021**

**Date of next review: 2024**

#### **About the Scheme**

The Parish Council has a small amount of money each year to allocate to organisations that benefit the parishioners of Whissonsett. Applications will be considered which support the objectives of the Council - reduce rural isolation and deprivation; improve road safety; the support of youth activities; the support of sporting activities. Those organisations need not necessarily be in the parish but must show evidence of our parishioners benefiting from the project.

#### **The Grant Process**

Applications will be considered at the end of the year by the Parish Council, so applications must be received by the Parish Clerk by the end of October. Applications should be made on the grant application form which is attached. Successful applicants will be notified following that meeting and will receive a cheque at the same time. Note that the maximum amount of any grant is likely to be £250, and organisations can only apply for one grant for any one project.

#### **The information you need to include on your application form:**

- ✓ Name of the main contact for the organisation applying for the grant.
- ✓ Contact details for that person: name, address, e mail, telephone number.
- ✓ Information about the project for which you are applying including details of how its meets our aims and objectives. (as outlined above).
- ✓ A timeline for your project – start to finish (if applicable).
- ✓ The cost of the project and your own contribution.
- ✓ Who else you might have applied to for funding.
- ✓ A copy of your Equality Policy.
- ✓ A copy of your Accounts for the last completed financial year.

#### **What we will expect from you if you receive an award**

- A copy of a payment (at least to the amount of the grant award) relating to the project.
- A letter to confirm that the project has been completed.
- In the event of the project not being completed we may request that our money is returned.
- A short article and a photograph for possible use in a publication of our choice.
- No grant award can be made to individuals.
- Applications which do not contain all the information requested above will be excluded.

Your contact concerning the application is the Parish Clerk.

**Checklist for information enclosed with the application:**

Completed application form

Copy of your Accounts for the last financial year. If you do not have these, a copy of your management accounts.

Copy of your Equality Policy, if your organisation does not have this policy, please tell us, in no more than 50 words, how your organisation tackles discrimination and promotes equality and diversity

Tick this box to acknowledge that you will provide us with follow up information as stated in the grant guidelines.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

## APPLICATION FORM

(please complete in black pen)

Name of Organisation Applying for the Grant			
Charity Registration Number (If Applicable)		Web Address	
Main Contact of Applicant		Name	
		Address	
Telephone Number		Email	

What are the aims of your project in no more than 50 words

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Summary of Project for which funding is sought in no more than 200 words

*In preparing your summary you should also address the following questions when submitting your application*

- a. *What the project is all about?*
- b. *Who will benefit from the project? How will Whissonsett residents benefit? How many people will benefit?*
- c. *What will the benefit/s be?*
- d. *Who will be responsible for delivering the project?*
- e. *What will funding be spent on?*
- f. *How will the project be funded once the funding from the Parish Council comes to an end?*

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Total cost of project		
Amount requested from the Parish Council		
Outline details of source/s of other funding	Name	Amount

Total Duration of the Project	Anticipated Start Date	Anticipated Completion Date

I confirm that this information is correct to the best of my knowledge

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_