

BEEFORD PARISH COUNCIL

Grant Application Form

Applicant Details

Name of group or organisation			
Address of group or organisation			
Is your organisation a registered charity?			
If yes, Charity number			
Does your group or organisation have its own bank account?			

Contact Details

Name	
Position in group or organisation	
Telephone number	
Email address	

Funding

Amount of funding required	
Total cost of project	
If amount applied for is not equal to the total cost of the project, where has the rest of the funding come from?	

Financial Details of the Group or Organisation

Annual income	
Annual expenses	
Total value of cash in all accounts	
Total of earmarked funds (eg any money in your accounts that is already needed for other projects or expenses.)	
Breakdown of any earmarked funds	
Purpose for which this grant funding is required?	

How many people will attend your event or benefit from your project?	
What percentage of those who will benefit be from Beeford Parish?	

I confirm that:

Please tick

I have attached a copy of the previous year's accounts or, for new groups or organisations a budget and business plan	
I will provide copies of any publicity for the event or activity.	
I will provide photos of the event or activity when taken place.	

I confirm that I have the authority to apply for this funding on behalf of the above group or organisation and confirm that any funds will be spent in accordance with these details or returned to Beeford Parish Council.

Name

Signature

Date

BEEFORD PARISH COUNCIL

Grant Awarding Policy

Introduction to Policy

A grant is any payment made by the Parish Council to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Parish Council. The Parish Council awards grants, at its discretion, to Parish organisations which can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish of Beeford in a positive way

Grant Application Process

1. All applications must be submitted to the Parish Council Clerk at least 10 days prior to the meeting date for discussion.
2. Applicants are required to complete an application form. All questions on the application form should be fully answered and additional information requested should be provided.
3. Applicants will be required to provide a copy of the previous year's accounts or, for new organisations a detailed budget and business plan.
4. The Parish Council will decide which grants to award and all applicants will be contacted following the decision.

Conditions of Funding

1. The applicant must be either non-profit or charitable group or organisation. Applications will only be considered from private organisations operated as a business if the service provided is considered essential to residents of the parish and continuation of the service is dependent on grant funding.
2. Grants will not be made to individuals.
3. Grants will not be made retrospectively.
4. Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
5. Applicants must have a bank account the name of the group or organisation.
6. The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure must be supplied to the Parish Council as requested.
7. Ongoing commitments to award grants will not be made. A fresh application will be required each grant.
8. Each application will be assessed on its own merits.
9. All awards are subject to available Parish Council budget, applications will be assessed by order of application date. Awards may be subject to such additional conditions and requirements as the Parish Council considers appropriate. The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate or against Parish Council objectives.
10. Any grant must only be used for the purpose for which it was awarded unless the written approval of the Parish Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Parish Council by the end of the financial year in which it was awarded.