

Aberford & District Parish Council

Community Grants Policy

Rules for Allocation of Community Grants to Local Voluntary Organisations & Groups.

1. Applications must be made in writing and sent to the Clerk (an application form is appended) although Councillors will be happy to offer informal advice, without commitment, if requested.
2. The project must be based within the Parish Area & considered by Councillors to be of overall benefit to the village and residents, and/or a significant part thereof.
3. The purpose of the grant should not contravene Council Policy guidelines in areas of equality (i.e. no discrimination on grounds of sex, race, religion etc.)
4. The organisation making the application should be a non-profit making voluntary organisation where membership is open (i.e. no discrimination of membership on grounds of sex, race, religion etc.)
5. Grants cannot be used to fund religious or political activities.
6. The maximum amount that can normally be applied for is £1000, but this is subject to the discretion of the Council.
7. Applicants are asked to provide a statement about the objective of the project, the benefits it is envisaged the project would bring to the Community, and any other information they feel relevant.
8. Applicants will be asked if funding has been obtained from other sources. This will not prejudice the application; indeed projects in receipt of other (matching) funding will be welcomed.
9. Applicants are asked to consider whether there are any ongoing maintenance costs &, if so, advise the Council how these are to be met.
10. The Council reserves the right to return to the applicant for additional information and/or clarification where deemed appropriate.
11. Where funds are used to purchase equipment the Council reserves the right to reclaim this equipment should the project terminate within 5 years of commencement (normally determined by the drawdown date of the funds).

12. Decisions on applications will normally be taken by the Council in monthly meeting, the applicants advised in writing and the decision minuted. The Council decision on each application is final.

13. Successful applicants may be asked to supply a statement to the Council within 12 months (or sooner if the Council feels it appropriate) of how the money has been used and its perceived benefit to the Community.

14. This formal process may be waived for small grants up to £250 at the discretion of the Council.

June 2009

Aberford & District Parish Council

Community Grant Application Form

Please complete this form in black ink and block capitals. Use separate blank sheets if necessary but please ensure that your name is on any additional sheets.

A. You & your organisation

Name of Organisation

Address

Post Code

Description of organisation's activities. Please list your aims and objectives.

How long has your organisation been in existence?

B. Contact Details

Name of contact

Position

Correspondence address (if different from above)

Post Code

Tel (daytime)

Tel (mobile)

e-mail

C. Your Application

a) Brief description of project or scheme for which grant is intended.

b) Who will benefit from the proposed project or scheme?

c) Total cost of project or scheme?

d) How much are you applying for?

e) Please give an itemized breakdown of the expenditure for which this money is being applied for. Please provide evidence/estimates.

f) Have you made (or intend to make) a grant application to any other body for this project? Yes/No

If "yes", please give details

g) If you have received any other sources of funding not specified above, please give details.

D. Previous Applications

Has your organisation previously applied for a grant from this Parish Council? Yes/No

If "yes" please give details

E. Additional Information

Are there any other comments you wish to make in support of this application? If so, please provide below or continue on a separate sheet of paper.

F. Financial Situation

Please provide, where possible

- A copy of your latest approved statement of income & expenditure or other financial report.
- A statement of capital assets, if any.

Signed

Date

Please return to:

**Mrs M R Piper
Clerk
Aberford & District Parish Council
5 Hayton Wood View
Aberford
Leeds
LS25 3AN**