



# WINSHILL PARISH COUNCIL

## GRANT APPLICATION FORM

Please complete this form as clearly as possible and return it to the address on page 3.

### ***CONTACT DETAILS***

<b>Name of organisation</b>	
<b>Contact person</b>	
<b>Position held</b>	
<b>Correspondence address</b>	
<b>Email address</b>	
<b>Telephone number</b>	

### ***ABOUT YOUR ORGANISATION***

<b>What type of organisation are you?</b>	
<b>How long has the organisation been in existence?</b>	
<b>What area does your organisation/group cover?</b>	
<b>Describe the people you mainly work with:</b>	

### ***YOUR ORGANISATION'S FINANCES***

<b>Financial year (please state):</b>	
<b>Income</b>	£
<b>Expenditure</b>	£
<b>Reserves</b>	£

**DESCRIBE THE PROJECT OR ACTIVITY THIS GRANT WOULD BE USED FOR**

<b>What is the total cost of the capital purchase or project?</b>	£
<b>Please explain how all or some of the residents of Winshill will benefit from this capital purchase or project.</b>	

**SECTION C – GENERAL  
TO BE COMPLETED BY ALL APPLICANTS**

<b>Amount for which the organisation or group is seeking grant aid from the Parish Council</b>	£
<b>How much does the organisation expect to fund by its own efforts and how?</b>	
<b>How will the rest of the cost be financed?</b>	
<b>Has the organisation previously applied for a grant from this Parish Council?</b>	
<b>Has the organisation made any grant application to any other Authority or grant making body for funding support for this event, project or scheme?</b>	

**PAYEE DETAILS FOR ANY FUNDING AWARD**

Name of payee organisation as it appears on bank account:

**DECLARATION**

- I am authorised to make the application on behalf of the above organisation.
- I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded by the Council.
- I certify that the information contained in this application is correct.
- If the information in the application changes in any way, I will inform the Council.
- I give permission for the Council to record the details of my organisation electronically and to contact my organisation by phone, mail or email regarding this application.
- If the application is successful, I give permission for the Council to publicise the project/activity in the local media and on its website.
- I agree to provide information, including photographs, to the Council indicating how the grant awarded has been spent within TWO MONTHS OF COMPLETION.

**Signed****Date****CHECKLIST**

Please enclose the following with your application. We will only process your application when we have received them.

**Please Tick**

Signed application form, with every question answered

Copy of latest annual accounts

Copy of recent bank statement

Copies of written estimates/quotations for equipment/capital items

**Please send completed application form (with all supporting documentation) to:**  
**Winshill Parish Council**  
**The Neighbourhood Resource Centre**  
**Canterbury Road**  
**Burton upon Trent DE15 0HD**

If you have any queries, please contact the Clerk: Tel: 01283 704178 Email: winshillclerk@live.co.uk



# WINSHILL PARISH COUNCIL

## Grant Aid to Organisations Procedure

Winshill Parish Council has a limited budget for the award of grants. The Council can only award grants using certain legal powers to provide funding for specific activities or projects which Members feel will be of benefit to all or some Winshill residents. The following document is for the purpose of promoting discussion into how the Grant application process can be improved. Criteria from several Parish Councils Grant Application forms have been correlated below. The Grants Committee would like this document to be considered by the Winshill Parish Council or any sub-committee set up to review the Grant Application Procedure.

### Who can apply?

1. Voluntary and Community Organisations operating on a non-profit making basis. This means that any profits made by the organisation must be invested back in to the organisation to promote its social objectives.
2. Registered charities operating in Winshill Parish where the benefit will be mainly for Winshill residents.

### Who cannot apply?

1. Individuals.
2. Commercial organisations operating for profit.
3. Local groups where the funds raised are not used locally.
4. Political parties.
5. Voluntary Organisations with large amounts of uncommitted reserves which equate to more than twelve months of operating costs.

### What does the Council give grants for?

1. Capital projects, such as the purchase of equipment, works to buildings, improvements to premises, or to schools for activities not on the normal curriculum.
2. The Council may support a community event or special event which is held within Winshill Parish for the residents of Winshill.
3. Activities providing help and support to mainly residents of Winshill.

## **Are there any criteria or conditions?**

1. The completed Grant Application Form and the supporting information must be returned to the Clerk to the Council at least 10 days before the fourth Thursday of the month if it is to go to the next Council or Committee meeting. Incomplete forms will be rejected.
2. In general all grants will be conditional upon the submission of Audited Accounts and Bank Statements, and supporting documentation detailing costs of capital expenditure, project or events for which funding is being sought.
3. The impact of the project on Winshill must be demonstrated on the application form to be in the interest of all or some of the residents of Winshill.
4. Grants will not be awarded for Purposes for which there is a statutory duty upon other Local or Central Government Departments to fund or provide.
5. Retrospective applications will not be funded where the expenditure, project has been carried out or the event has taken place.
6. Grants are more likely to receive favorable consideration where organisations and groups contribute some of their own funds to the project.
7. The application must state the names of other organisations to which application for grant aid has been made and the status of the application.
8. All grant aid from the Parish Council must be used within twelve months of its receipt unless an extension has been granted in writing. Any unspent grant aid from the Parish Council must be returned to the Parish Council within twelve months of its receipt.
9. Any grant offered by the Parish Council is made on the understanding that the applicant remains responsible for gaining all necessary planning permission and the granting of money by the Parish Council should not in any way be taken as planning authorisation.
10. Successful applications will be recorded in the minutes of meetings of Parish Council and notified to the applicant in writing. Monies granted will normally be paid at completion of the work being funded.
11. All grant recipients are required to provide the Parish Council with a brief report including evidence of how the grant has been utilised, and proof the organisation has completed the project. Copies of all receipts must be provided.
12. Recipients of grants from the Council may be invited to attend a meeting of the Council to inform Members how the grant has been expended.
13. If the grant is not used for the purpose given on the application form, the organisation will be required to reimburse the money to Winshill Parish Council.
14. Grants will only be made payable to the organisation's bank account by cheque.
15. Organisations are limited to one grant application per financial year

### **How much is likely to be given?**

1. Each application will be considered on its merit; the amount of grant will be at the discretion of the Parish Council.
2. The amount of grant awarded to an organisation will not normally exceed £500.