

GRANT APPLICATIONS TO UPTON GREY PARISH COUNCIL NOTES IN APPLYING FOR A GRANT:

These are comprehensive guidelines to assist the Parish Council in considering your application quickly.

1. Upton Grey Parish Council meetings are held on the third Thursday of most months of the year. Items for the agenda for a meeting should be submitted to the Clerk no later than two weeks prior to the meeting.

2. Grants are not given in retrospect i.e. Application for a grant must be received before the works are carried out, items purchased etc.

3. Information required on a grant application:

3.1 Name of organisation applying for a grant and an outline of functions/activities

3.2 Address to which correspondence should be sent

3.3 Names/addresses/positions of officers within the organisation (if not previously known to the Parish Council)

3.4 Purpose for which a grant is required and time scale within which the work/purchase etc is to be completed

3.5 Whether application for a grant been made to any other grant aiding body and details of any response received

3.6 Cost of project (this can be an approximation in the first instance - see point 5). State inclusive or exclusive of VAT

3.7 How the project is to be funded, including the following aspects and breakdown of percentages if appropriate:

3.7.1 Organisations own proposed funding

3.7.2 Other grant funding

3.7.3 Any other funding

3.7.4 Grant request from Parish Council

3.8 Whether organisation is able to claim refunds on VAT

3.9 Copy of the latest end of year accounts to show income and expenditure through the past year, if available

3.10 Details of bank balances at time of grant application

3.11 Details of anticipated use of money held in accounts i.e. reserves and for what purpose

3.12 Other information which may be relevant to application:

3.12.1 Section of community by which organisation is used, e.g. boys, girls, age group, adults

3.12.2 Number of participants in the organisation

3.12.3 Proportion of the community of Upton Grey using organisation, e.g. proportion of those living in these areas against those living outside these areas who participate

3.12.4 Aims of organisation in the future

4. In some cases, where an estimated cost is provided a grant may be agreed in principle by the Parish Council and the organisation then requested to obtain a number of estimates (usually three) for the work to be carried out and these submitted to the Parish Council for approval before the contract is awarded. Such information would be supplied when agreement in principle is given for the grant.

If you require any information provided to remain confidential to the Parish Council please indicate. Accurate and simple information would be appreciated.

APPLICATION FORM FOR A GRANT FROM UPTON GREY PARISH COUNCIL

To be completed by all applicants to support a request for a grant.

1. Name of Organisation:

2. Outline of functions/activities:

3. Address to which correspondence should be sent:.....

.....

.....

4. Names/addresses/positions of officers within the organisation:

.....

.....

.....

.....

5. Purpose for which a grant is required and time scale within which the work/purchase etc is to be completed. (This can be submitted as a separate sheet.):

.....

6. Whether application for a grant been made to any other grant-aiding body and details of which and any response received:

.....

7. Cost of project (this can be an approximation in the first instance - see point 5 of attached notes). State inclusive or exclusive of VAT:

.....

8. How the project is to be funded, including the following aspects and breakdown of percentages if appropriate:

.....

8.1 Organisations own proposed funding:

.....

8.2 Other grant funding:

8.3 Any other funding:

8.4 Grant request from Parish Council:

The above may not be relevant in all cases of application.

9. Whether organisation is able to claim refunds on VAT:

10. Copy of the latest end of year accounts to show income and expenditure through the past year, as available, to be attached: **Confirm** YES/NO.....

11. Details of bank balances at time of grant application:

.....

12. Details of anticipated use of money held in accounts i.e. reserves and for what purpose. This may not be relevant in all cases of application:

.....

13 Section of community by which organisation is used, e.g. boys, girls, age group, adults:

.....

14. Number of participants in the organisation:

15 Proportion of the community of Upton Grey using organisation, e.g. proportion of those living in these areas against those living outside these areas who participate:

.....

16. Aims of organisation in the future:

.....

Date:

Signed:

Position within organisation:

Contact Telephone number:

Please use separate sheets to answer any questions where necessary. It is appreciated that in some circumstances the questions are not appropriate to the grant request. Please return this form with any supporting information to:

The Clerk at uptongreyipc@btinternet.com

Upton Grey Parish Council use only:

Received:

Date Finance Committee:

Date full Council:

Grant awarded: YES/NO

Amount of grant:..... Grant paid:..... CHQ no.....

Conditions:

.....

**Upton Grey Parish Council
Criteria for Grant Applications
Under Section 137 of the Local Government Act 1972**

- 1 Grants are only available to Groups or Associations. Personal applications cannot be considered.
- 2 Any Grant must be supported by an Upton Grey Parish Council Application Form.
- 3 The application must be for organisations which support or have a direct benefit to the residents of Upton Grey
- 4 Full details of current resources must be submitted
- 5 The Parish Council are the sole arbiters of the grant and may reject any application without explanation
- 6 A report of the expenditure must be submitted within 6 months of the grant if requested by the Parish Council