

Community Grant

Application Form

Section A

APPLICANT

Tell us about your group, how we can contact you and how you organise yourself. You need to answer every question. Please answer briefly and use bullet points where you can.

1.0 Name of Organisation	What is your organisation usually called? And has that name changed? We ask this because we may already have information about you on file under a different name.	
1.1 Main Contact Name	Who the person responsible for making the application. This might be a committee member or someone who has taken on the job of making the application.	
1.2 Job Title	Do you have a specific role in the group? For example, are you the treasurer or chair?	
1.3 Contact Address	If we need to speak or write to you about your application, it's important that we can contact this person. You need to make arrangements if they go away on holiday or become ill. The email address we ask for is the best way of contacting you, so it might be an office address (if you have one) or the private email of the person filling in the form	
1.4 Telephone No	1.5 Email	
2.0 Governance Arrangements: Does the organisation have a constitution?	Yes/No If No, please explain how you are set up to make decisions.	We need to know how your group is organised and managed. If you have a formal Constitution, send us a copy. If you are very recently formed, you need to explain how you organise yourself and make decisions. We cannot give grants to individual people. ¹

¹ Restrictions from s137 of the 1972 Local Government Act

2.1 Do you have a recent set of accounts?	Yes/No If Yes, please attach a copy with this application. If No, please see our Guidance Notes for way in which you can explain how you manage your money.	We want to see how you manage your group's money and how much you can contribute yourself. If your annual income is less than £500, you can send us a statement of account. This should : The period that the accounts cover (dates from and to. Usually one year) Your full income for the period Your expenses Your closing bank balance (less any bills remaining to be paid)
2.2 Have you received any grants or donations in the past 2 years?	Yes/No If Yes, please tell us When you received the money, How much, Who from, and what it was used for.	We want to know how active you are at attracting funds from other organisations, and to make sure that we do not duplicate the work of other people.

Section B

PROJECT DETAILS

Tell us about your event/project and how it will be organised

1.0 What is the title of your event/project?	Does your event/project have a title yet? Make it short and simple. (eg Food Market; replacing windows)
1.1 Tell us about your event/project and what it does.	Please describe (in less than 50 words) what your project is about. Is it part of a larger event/project? Or is it a single event/project on its own?
1.2 What is the start and finish date of your event/project?	If it's an event, have you made sure that you're not running it when someone else is doing the same or something similar? Either at the same time or in a town nearby?
1.3 What is the start and finish time?	If you're running an event, we want to see the most people being able to attend. If it's a project, what is the approximate start and finish date?
1.3 Where will the project be located?	This could be in a building or a site. If it's an event, where will it be located?
1.4 What arrangements do you have in place in case of bad weather?	You'll need to balance the risk of bad weather affecting your event/project, and make your plan accordingly. There's never a guarantee of good weather, so you'll need to make contingency plans in case of rain.
1.5 Explain how you will make your event/project accessible to all members of our community	So that everyone has the best chance of attending your event/project, what will you do to make it easier for them? We are thinking here of people who may have disabilities or who have responsibility as carers.
1.6 What other groups or organisations are you working with?	We want to encourage different parts of the community to work together. Tell us who else is involved with you in putting on the event/project.

1.7 How many people do you expect to attract to your event/project?	Our funding is aimed at benefitting the most people, so we need to know how many people you expect will benefit. The figure you give can be a range, rather than an exact figure.
1.8 How will you measure the numbers benefitting?	If it's an event, how will you count the number of people attending? If it's a piece of improvement work, how will you measure how many people will benefit? You'll need this information to feedback to us afterwards, and for your own sake, to know how successful you've been.
1.9 Who will benefit from it and how? ²	Describe what kind of people will benefit from the project. Is it a particular community? Or a group of people? Do they come from an area you can describe? What do they have in common that makes you want to serve them? This helps us understand the importance of the project. How will they benefit? You have already told us what you are going to do with the grant, and who will benefit, but we want to know how they will be better off by you having this money. All voluntary groups work to make other peoples' lives better, but we need to know what is special about this group and this event/project.

Section C

WHAT WILL YOU USE THE GRANT FOR

You can apply for funding for running costs; to buy or hire equipment; volunteer expenses; venue hire; insurance; publicity or purchasing small items of equipment. If you want to use your grant as a contribution towards a larger piece of equipment that will be used in your project, you will need to show us how you will get the most use out of it.

If you have quotations for a piece of equipment or a hire charge, use that. If you use estimates, the danger is that you may underestimate how much is used. Use round numbers and include VAT.

1.1 Item	Cost £
TOTAL	<p>This section asks how much you want from the council for your project, so the total figure you enter will be what you are applying for AFTER your own fundraising and contribution.</p> <p>Mark each item as 'priority' or 'non-priority'. If we are unable to give you all the money you ask for, we will use your priorities to help us decide which items to fund. Continue on a separate piece of paper if needed. Please do not include any 'General expenses' or 'Miscellaneous items'. We need to know what you will use the money for.</p>

² Information required under s137 of the 1972 Local Government Act

1.2 What is the total cost of the event/project?	So we can see what our contribution is worth.
1.3 How much have you raised from other sources for this project? And what are they?	We want to see what other money you have raised. If you have made an application to someone else, but it has not been confirmed, please tell us.
1.4 How much are you contributing yourself? Include volunteering time here as well as cash resources or donations in kind.	If you are using some of your own funds, tell us here. If you are a very small group or one with low reserves, we expect you to show that volunteers are supporting you or that people are donating items in-kind (for example, a PA system or food to re-sell).
1.5 What will you do if you get less than 100% funding from us?	If we do not give you all the money you've asked for, can you still go ahead? Will you have to go ahead but on a smaller scale? Use more of your own money?

COMPLETING YOUR APPLICATION

Please email your completed application form to clerk@menheniotparishcouncil.co.uk

We will acknowledge your application within 5 working days. If you have not received an acknowledgement, please contact us at this email address or telephone 01579-342437. By completing this form, you have agreed to our terms and conditions and confirmed that you are authorised to make this application on behalf of your group.

If the Parish Council thinks that your project could be supported, we will have further questions to ask you. You will also need to agree to our Equalities & Safeguarding policies.

Date of submission:

Contact	Menheniot Parish Council
Email	clerk@menheniotparishcouncil.co.uk
Phone	01579 342437
Web	menheniotparishcouncil.org.uk