

Broadwas and Cotheridge Parish Council



**Grant Application Form
& Guidelines**

Guidelines for Applicants

1. An applicant may only make one application for a grant in any financial year (April – March).
2. In exceptional circumstances the Parish Council may choose to support an applicant for more than one year, subject to current legislation and within the term of the current Administration.
3. The applicant's aim must be non-profit making, e.g. a charity, a CIC (Community Interest Company) or a good cause.
4. The applicant's aim must be one that in some way benefits the local community.
5. The applicant must demonstrate a clear need for financial support.
6. The applicant must, where appropriate, supply evidence and supporting documentation of any other funding streams applied for in regard to this application.
7. Applications from an existing organization, group or club must be accompanied by a trading account and balance sheet for the last financial year, including existing bank/building society accounts.
8. Organisations, groups or clubs just starting up must submit basic financial information.
9. There is no upper or lower figure set for the amount of any grant, but generally they will be restricted to a level of £500.
10. If a grant is awarded, the Parish Council will expect to receive recognition of their support.
11. The applicant will receive notice of the outcome of their application within three weeks of the Council decision.
12. The Parish Council will request a receipt from the applicant for any donation received.
13. An EOG (End of Grant) report will be required once the project has finished and should be completed within 12 months of the grant award, together with receipts where requested.
14. Applications for retrospective grants will not be considered.
15. When appropriate the Council may ask the applicant or a representative to be present to answer questions in relation to the application.

If you would like to apply for a grant, please complete the application form and return it to:

The Parish Clerk
Broadwas and Cotheridge Parish Council,
The Old Vicarage,
1 Rowberry St,
Bromyard.
HR7 4DU.

Broadwas and Cotheridge Parish Council

Grant Application Form

1. Contact Details:
Name of applicant (for group/organisation - as written on your Constitution or set of rules)

Name of the main contact (to whom correspondence will be sent if different from above)

Title First Name Surname

Position held

Address for correspondence including full postcode.

Telephone: Daytime Evening

Mobile: e-mail:

Website Address (if applicable)

Is the correspondence address (tick one box only)

Your Group's Office ☐ Your home address ☐ Other ☐

2. Are you a branch of a larger organisation, or a member of an umbrella body?
If so please tell us which one.

3. What type of applicant are you (tick one box only)

Registered Charity ☐ Registration Number

Exempt or Excepted Charity
registered with the
Inland Revenue ☐ Registration Number
in England if applicable

Community Interest Company (CIC) ☐ Registration Number

Company Limited by Guarantee ☐ Registration Number

Other ☐

Please specify

.....

4. When was your group set up Month Year

Please continue on a separate sheet if appropriate

5. What are the main activities of your group or what service do you provide? If you are an individual or a new group tell us about the activities you plan to provide.
6. How many people are involved in running your group? Put numbers in the boxes: (groups and organisations only)

Committee Members Paid full time Staff Paid part time staff Volunteers

How do people join your group?

Do you make an annual charge/subscription?

How many people will take part in or benefit from a grant?

7. What are the age ranges of the people who will benefit?

All ages Children Teenagers 20-60 60 plus

8. Please give brief details as to what any grant would be used for and how your actions will benefit the residents of Broadwas and Cotheridge.

9. Please give a detailed breakdown of costs, which will be incurred:
(Attach a spreadsheet if necessary)

Please give details of other sources of income towards the project:

Please give details of any fundraising proposed to help fund the payment:

Please state the amount you are seeking from the Council £.....

Please supply a copy of your Constitution/Rules, a copy of your last audited accounts and a copy of your last bank statement, or for a new organisation, a copy of your expected income & expenditure.

Signed :

On behalf of

Date :

CHECK LIST

Please ensure that you have enclosed all the necessary documentation to support your application.

1. Evidence of having sought financial backing from any other sources
2. Trading Account & Balance Sheet for last financial year including existing bank/building society accounts (groups and organisations only)
3. Or, for individuals or for groups/organisations having just started up, basic financial information
4. Detailed breakdown of costs
5. Details of other sources of income
6. Copy of your Constitution/Rules (groups and organisations only)
7. Separate sheet, if necessary, of additional information