

**GRANT
APPLICATION
PACK**

Mrs. L. Phillips
Clerk to Grimoldy and Manby Parish Council
9 Alexandra Road
Louth
LN11 0ND

GRIMOLDBY AND MANBY PARISH COUNCIL

GRANT APPLICATIONS

What are grants for?

The Parish Council has a fund to give grants to charitable, voluntary and public sector organisations. This is to support the work carried out by groups who undertake activities that benefit Grimoldby and Manby residents.

Who can apply for a grant?

The types of organisation that can apply for grants are, for example, charitable organisations, voluntary or community groups, youth clubs, sports clubs, arts groups and advice organisations. Any applicant must have a constitution or set of rules or equivalent, have a bank or building society account, have annual accounts, directly benefit the well-being of the Grimoldby and Manby people or the environment of Grimoldby and Manby

The fund is intended for projects that will benefit Grimoldby and Manby residents as a whole, and so there are some cases where we are not able to provide grants. These include: 1) General appeals (e.g., national/international disasters), 2) National organisations without a locally-based group; and 3) Individuals (e.g., sponsorship for individual sportsmen and women)

How much grant is available?

The Parish Council gives variable grants, considering each application on its merits, to a maximum of £200 per grant.

How do I apply for a grant?

If you think you might qualify for a grant, please complete the enclosed application form and return it to the Clerk, Mrs. L. Phillips at 9 Alexandra Road, Louth, LN11 0ND. You will also need to send a copy of your latest accounts.

How is the decision made?

The Clerk will circulate your application to Councillors for their perusal and it will be discussed at a Council meeting at the next available opportunity. The Clerk will contact you once a decision has been made and will forward a cheque to you as soon as possible. (Please note that cheques will be signed at the Council meeting in the month following the decision and, therefore, receipt may take at least a month).

Please be aware that the Council will target its support to those organisations, services or facilities that contribute towards the achievement of community spirit and social inclusion, health and wellbeing, improving the environment, life long learning opportunities and transport. The following will also be considered: the number of people who will benefit, taking into account age group, sex, ability/disability, other sources of funding available to the organisation or group, current bank account balance/other funds held by the organisation or group, availability of similar services/activities, previous parish council funding.

Application Checklist

The following Check List may assist you in completing your Grant Application Form. Applicants are advised to read through the list below before submitting their completed forms.

Have you completed **ALL** sections of the form?

(If you are unable to complete any part of the form, please indicate why in your supporting statement, or write "not applicable" where appropriate).

Does your application set out how your Organisation meets the requirements of the 'eligibility criteria'? (See next page).

Have you enclosed your Organisation's latest set of accounts?

(If you are unable to provide these for any reason, you **MUST** indicate why in your supporting statement).

Have you signed the statement on page 4 of your application form to certify that all the details are correct?

Does your application explain how Grimoldby and Manby residents would benefit from any grant awarded to your organisation?

Please return your form as soon as possible to enable your application to be considered.

What are the eligibility criteria for, and conditions relating to grants?

The Parish Council's Grants Policy requires all applicants to comply with the following eligibility criteria. Please read this carefully before submitting your application.

The applying organisation should be a properly constituted voluntary or public sector body and should be either based wholly in Grimoldby and Manby, or able to demonstrate that its beneficiaries are resident in Grimoldby and Manby.

The organisation concerned should demonstrate that it is providing a service outside the scope of or in addition to normal public or private provision.

Grants or donations are not payable to organisations or charities operating abroad.

Grants or donations cannot be utilised to "sponsor" named individuals e.g., aspiring sportsmen etc.

Grants or donations will not be given to support revenue expenditure, that is, the ongoing running costs of an organisation.

Grants or donations made will be to a maximum of £200 per organisation.

Grants or donations made may be subject to monitoring and evaluation of the outcome of the grant.

Where a grant is awarded towards a capital project, the organisation concerned should be able to demonstrate that it has clear plans for raising the remainder of the necessary finance.

Where a grant is given towards the purchase of equipment or as a contribution to building works etc., the grant will only be paid once an invoice has been received from the organisation concerned, or upon the production of other equivalent evidence to the satisfaction of the Parish Clerk.

A condition of any grant is that the Parish Clerk reserves the right, on behalf of the Council, to inspect any purchase of furniture and equipment, etc., or any building work that has been carried out, to verify that the grant has been used for the purpose authorised.

Where a "starter grant" is provided, the Parish Council will need to be satisfied that the organisation concerned has proposals to become self-supporting.

Organisations applying will need to provide a set of audited accounts for the previous financial year (except in relation to new organisations).

GRIMOLDBY AND MANBY PARISH COUNCIL GRANT APPLICATION FORM

Please complete **all sections** of this form clearly using black ink.

A. Your Application

1. Name of organisation in full:.....
2. Name and address of person making the application (to whom all correspondence *will* be sent):
.....
3. Daytime telephone number:
4. E-mail address:
5. Name of organisation cheques should be made payable to:

B. Your Organisation

6. Registered charity number (where applicable):
7. Year organisation established:
8. What does your organisation do? *Please give aims and objectives. If you have a publicity leaflet, please attach this too.*
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.....
.....
9. Please state whether your organisation is:

Grimoldby and Manby based for Grimoldby and Manby people?	Yes/No
Grimoldby and Manby branch of a national organisation?	Yes/No
Grimoldby and Manby based serving a wider area?	Yes/No
Local organisation partly serving Grimoldby and Manby?	Yes/No
10. Where are your organisation's headquarters?
11. What is the total Membership of your organisation?
12. How many Members live in Grimoldby and Manby?
13. Please give the names and addresses of the Officers of your Organisation?
Chairman
- Treasurer.....
- Secretary

C. Grant Request

14. How much grant are you asking for? £.....

15. What is the total cost of the project? £.....
16. What will you use the grant for?
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17. How many people in Grimoldby and Manby do you estimate will be receiving help from the grant?
18. Have you requested funds from other sources?
(If yes, please give details)
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19. What fund raising efforts will your organisation be making?
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D. Additional Details

- E. Please indicate the age range of the beneficiaries of any award - e.g., young children/youth/adult/senior citizens.
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20. Please provide a set of your organisation's latest **AUDITED ACCOUNTS**, together with details of income and expenditure for the current year. If a large reserve and/or surplus is indicated in your latest annual accounts please explain below why you are applying for additional funds.
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21. Please use the space below to include a **STATEMENT** in support of your request. *(This must include details of how your organisation meets the 'eligibility criteria' set out in the information pack sent to you with this form. In addition you should include details of the ways in which you would publicise how the Parish Council has assisted you, if your application is successful).*

E. Statement in Support of Grant Request

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F. Certification

I certify that the above information and the contents of the attached documents are correct at the time of applying. I understand that if any of the information is subsequently found to be incorrect this may lead to the organisation being disqualified from consideration and/or the withdrawal of any grant awarded. I agree to my organisation being bound by the eligibility criteria and any conditions set by the Parish Council.

SIGNED: **DATED:**