

Great Chart with Singleton Parish Council

Please read the application form carefully and ensure it is completed and all the documents requested are submitted. You can do this by using the checklist below. Please note, incomplete applications will be rejected by the Clerk immediately on submission, with clear guidance on how to complete it for resubmission.

For applications UNDER £250

Please complete the Grant Application Form and include bank account details, and receipts once the money has been spent. Please also carefully read the Terms & Conditions

Checklist		Office use only
Bank account details	<input type="checkbox"/>	<input type="checkbox"/>
Aims and Purposes	<input type="checkbox"/>	<input type="checkbox"/>
Read the Terms and Conditions	<input type="checkbox"/>	<input type="checkbox"/>

For applications OVER £250

Please provide all items listed in the Checklist below

Checklist		Office use only
Bank account details	<input type="checkbox"/>	<input type="checkbox"/>
Profit and Loss Statement	<input type="checkbox"/>	<input type="checkbox"/>
THREE separate quotes	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of written constitution or Charitable Status, Aims and Purposes	<input type="checkbox"/>	<input type="checkbox"/>
Valid Public Liability Insurance	<input type="checkbox"/>	<input type="checkbox"/>
Read the Terms and Conditions	<input type="checkbox"/>	<input type="checkbox"/>

To ensure that your application is accepted first time, please follow these simple guidelines:

Do	Don't
Include 3 separate quotes	Send links
Include all items requested on the Checklist	Omit required information
Allow up to 8 weeks for your application to be considered	Chase for updates within the first two weeks
Ensure all information provided is readable when printed	

Please ensure the form and checklist are completed!

Parish Ref:

Grant Application Form

Please complete the following giving as much information as possible in support of your application. Please write clearly or request a Word version of this form and use Arial font Size 12.

Name of organisation:	
Contact 1: Name and position (you must provide a minimum of two contacts)	
Address:	
Telephone no:	
Email:	
Contact 2: Name and position	
Address	
Telephone no:	
Email:	
Nature of organisation:	
Amount requested?	
Bank details The bank details must be in the name of the organisation requesting the grant, please	

Parish Ref:

provide your last bank statement as proof of evidence. Funds will only be paid into the account named on the statement.	
What percentage does this represent of the total project/activity?	
By when do you need the money?	
On what will it be spent? (please continue on an additional sheet if required)	
Why are you seeking funds from the Parish Council?	
Who will benefit from this grant?	
How will they benefit?	
Have you sought financial support for this purpose from elsewhere, if yes from who and was it successful?	
How will you evaluate the success of the project the grant is requested for?	

Parish Ref:

Any other information in support of your request (continue on additional sheet if necessary)

Signature:

Date:

Terms and Conditions

a)	<i>The organisation must be either non- profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.</i>
b)	<i>Grants will not be made to projects that discriminate on any grounds</i>
c)	<i>Grants will not be made to individuals.</i>
d)	<i>Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.</i>
e)	<i>An organisation should have a bank account in its own name with two authorised representatives required to sign each cheque.</i>
f)	<i>The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council as requested.</i>
g)	<i>Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.</i>
h)	<i>Each application will be assessed on its own merits.</i>
i)	<i>The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.</i>
j)	<i>Any grant must be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the Financial year in which it was awarded.</i>
k)	<i>The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.</i>
l)	<i>Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provision of the Local Government Act 1972, Section 137.</i>
m)	<i>If an application for a grant is successful, the organisation or group should provide a report at the Annual Parish Council Meeting (in May) to show how the money was spent. At other times, further information, including photographs, should be made available to the Clerk for sharing via the Newsletter and website. Organisations should refer to the Council grant when reporting through their own routine publicity channels and provide copies to the Clerk.</i>
n)	<i>Any funds remaining unused from the Granted amount will remain the property of the Council and should be returned to the Council with an explanation for its unused.</i>
o)	<i>The Council reserve the right to consider the grant amount requested and adjust the amount accordingly, there is no guarantee the Council will grant the amount requested.</i>
p)	<i>All grant applications will need to be approved by a full Council meeting (held on the second Monday of each month).</i>

Parish Ref:

q)	<i>All incomplete grant applications will be rejected by the Clerk with clear reasons as to why. Updated and complete submissions will be accepted and put forward to the next available Council meeting.</i>
r)	<i>Applicants will be notified of the meeting date at which their application will be considered.</i>
s)	<i>Any grant application should be made strictly in conjunction with the Grant Awarding Policy that is available from the Clerk and on the Council website.</i>
t)	<i>The Parish Council reserves the right to impose specific conditions on any individual grant application. .</i>