

**SHERFIELD ON LODDON PARISH COUNCIL
GRANT APPLICATION FORM**



Please read the attached guidelines before completing this form. Please use black ink and block capitals. You may continue on a blank sheet if necessary, but please put the name of your organisation on any additional sheets.

A. Your organisation

Please give us the following information about your organisation:

Name of Organisation:

Address:.....

.....

.....Post Code:

Description of your organisation's activities. Please list your aims and objectives.

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How long has your organisation been in existence?

B. Contact Details

Name of contact:

Position:

Address for correspondence (if different from above):

.....

.....

.....Post Code:

Tel:.....(daytime)(mobile)

Email:

C. Your Application

a) Brief description of project or scheme for which grant is intended

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b) Who will benefit from the proposed project or scheme and how many of these are Sherfield on Loddon Parish residents?

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c) Total cost of project or scheme: £..... d) How much are you applying for? £.....

Please give an itemised breakdown of the expenditure for which this money which is being applied for. Please include evidence (e.g.. suppliers' estimates or price lists) of the likely cost of all items of expenditure where possible.

ITEM	COST £
TOTAL	

d) Have you made any grant application to any other body for grant aid for this project? Yes/No. If yes please give details:

Name of organisation applied to	Amount applied for	Date of Application	Amount Received

If you have received any other sources of funding in the past year, not specified above, please give details:

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D. Previous Applications

Has your organisation previously applied for a grant from this Parish Council? If YES, please give details of the project and the date and amount of grant received if any. Was the project as described completed?

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E. Additional Information

Are there any other comments you wish to make to support this application? Please give this information below, or attach a separate sheet:

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F. Your Financial Situation

All applications must be accompanied by the following financial information: **If you do not supply this information your application will not be considered unless previously agreed in writing by the Council.**

- A copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position, or
- Photocopy of bank statements covering the past six months
- A statement of your capital assets, if any

If you are unable to supply this information, please contact the Parish Council for advice before submitting this application

Signed:.....

Date:

Please return to The Parish Clerk, Sherfield on Loddon Parish Council, PO Box 6862, Basingstoke, Hants .RG24 4QZ,

If you have any queries, please contact the Parish Clerk on 01256 842662 or email clerk@sherfieldonloddon-pc.gov.uk

FOR OFFICE USE ONLY

Date received:.....

Amount:.....

Grant awarded: Yes/No.....

Under section.....

Conditions applied to Grant Yes/No.....

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1. The amount of the award will be at the discretion of the Parish Council
2. All applications will be considered on their merits, but in general grants will be awarded for capital projects, such as the purchase of equipment, works to buildings, improvements to premises. In addition the Council may support a community event, festival or other special event. Grants towards running costs, salaries or consumables, may be considered in exceptional circumstances.
3. Grants will be awarded to voluntary groups and societies, clubs, not-for-profit organisations, charities operating in the Sherfield on Loddon parish area where the benefit will be for this area.
4. Grants **will not be awarded** to individuals or to regional or national charities
5. The purpose for which the grant is made must be in the interest of the Sherfield on Loddon parish or any part of it which is defined by the boundaries of the Parish Council. The benefit to the area or inhabitants must be commensurate with the expenditure.
6. Groups from outside the Parish who can demonstrate direct benefit to the area are eligible to apply.
7. The Parish Council will take into account any previous grant made to an organisation or group when considering a new application
8. No grant will be awarded to or for any commercial venture for private gain.
9. Retrospective applications will not be funded where the expenditure had been made, the project has been carried out or the event has taken place.
10. All grants will be conditional upon submission of audited accounts and supporting documentation detailing costs of capital expenditure, project or events for which the funding is being sought.
11. All grant recipients are required to provide the Parish Council with a brief report, including photographs where appropriate, of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved. This must be submitted within two months of the purchase of the capital equipment or completion of the project.
12. If the grant is put to purposes other than those for which it was awarded without the prior approval of the Parish Council, the recipient organisation or group will be required to repay the grant to the Parish Council.
13. The organisation or group should supply such information as the Parish Council may request regarding the impact of the project on the Parish Council's area.

How will the application be assessed?

1. How well the grant will meet the needs of the community, providing positive benefit to the inhabitants.
2. How effectively the group will use the grant
3. Whether the costs are appropriate and realistic

- 4.** What level of contributions has been, or will be, raised locally
- 5.** Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source.
- 6.** How the organisation or group is managed, as indicated by the constitution.