

EDWINSTOWE PARISH COUNCIL GRANT APPLICATION FORM

Please read the Parish Council’s criteria for awarding grants before completing this form. Please use a continuation sheet where necessary.

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| Name of organisation | |
| A short description of organisation | |
| Contact details, including name, address, telephone and email | |
| Total cost of project | |
| Amount of grant requested | |
| A short description of what the grant is for | |
| Approximately how many Edwinstowe residents will benefit? | |
| If the total cost of the project is more than the grant, how will the rest be financed, including voluntary contributions? | |

Edwinstowe Parish Council also requires an indication of funds held by the organisation.

A financial statement or similar should accompany this application. Attached: Yes/No

Please use a separate sheet of paper to submit any other information that you feel will support this application. Attached: Yes/No

Signed.....Date.....

Edwinstowe Parish Council use only: SEP

Dates:- Application received:..... Full Council:

Grant awarded: Yes/No SEP If yes, amount awarded: SEP Date paid: SEP

Cheque number:

Edwinstowe Parish Council Community Grant Criteria

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, improvements to premises, etc. 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, societies, clubs, not-for-profit organisations and charities operating in the Edwinstowe area where the benefit will be for this area.
4. Grants **will not be awarded** to individuals or to regional or national charities unless it is for a specific project in Edwinstowe or where there will be obvious benefit to the Edwinstowe area.
5. The purpose for which the grant is made must be in the interest of the Edwinstowe area or any part of it or all or some of the residents of the Edwinstowe area, which is defined by the boundaries of Parish Council. The benefit to the area or residents 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. Grants will not be made to organisations that have been in receipt of a grant within the last 12 months.
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 supporting documentation detailing costs of capital expenditure, project or events for which the funding is being sought including voluntary time.
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 used, 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.
14. Recognition of the grant from Edwinstowe Parish Council must be made in any publicity related to the project/event.

How will the application be assessed?

1. How well the grant will meet the needs of the community, providing positive benefit to the residents.
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 (including voluntary time)
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 or other governing document.

