**WANSTROW PARISH COUNCIL COMMUNITY GRANTS**

**Approved: -**

**Who can apply?**

Existing non-commercial local community groups and sports and recreational clubs.

The Council also wishes to encourage the formation of new groups and will welcome “Kickstart” applications of up to £100 to support initial publicity, printing, Hall hire and other appropriate setup costs.

**When and how should an application be made?**

The Council will accept applications any time but, other than for the Village Hall and “Kickstart” applicants, only one grant will generally be given during any one Council fiscal year.

Larger applications may need to be met by an increase in the Council Tax precept. Alternatively, they may necessitate accessing reserves held in Term Deposit accounts which are subject to a Notice period. For applications that exceed £3000 it is therefore wise to discuss your plans with the Clerk at the earliest opportunity.

Grant applications should be made using the Community Grants Application form which is attached with these notes.

**What is required with the application form?**

• Copies of financial accounts and recent bank statements.

• If a previous grant has been received from the Parish Council, a report on how the grant money was spent.

• Evidence of self-funding and any other funding received by your organisation.

It is understood that newly formed groups may not yet be in a position to provide all the above information.

**What the Parish Council will not fund:**

• The activities of political or religious organisations.

• repayments of loans.

• Events or projects that have already occurred, or equipment already purchased.

• Groups that have a closed or restricted membership (except groups for Parishioners of Wanstrow Parish).

**Grant Conditions**:

• When the Council is direct funding a project or activity it will require VAT receipts to be submitted. This is because the Council needs to fully account for expenditure and to reclaim any VAT to which it is due.

• If the Grant is paid to an individual rather than through a dedicated Bank account in the name of the applying organisation then any unspent funds are to be returned to the Parish Council once the project/activity is completed and an account of expenditure may be required.

• Should the organisation disband or move outside the Parish, the Council may ask for any unused Grant funds to be returned. Equipment or resources purchased using grants from the Council will automatically revert to the Council.

• Prior approval of the Council is required if any change of use of the grant is required.

• Organisations must contact the Council before disposing of equipment or resources purchased using grant funding from the Council.

• If requested, a report on the use of Grant funds is to be submitted to the Council.

• Grants from the Parish Council should be acknowledged in any publicity.

**WANSTROW PARISH COUNCIL APPLICATION FOR COMMUNITY GRANT**

Please fill in all sections. Should you wish to expand on a question please enclose additional information separately.

When complete, please return your form to: Parish Clerk, Wanstrow Parish Council …rest of address

Email: clerk@wanstrowparishcouncil.gov.uk

**1 Contact Details**

Name of organisation

Contact Name

Address for correspondence

Telephone Number

Email:

**2. Details of Organisation**

Brief description of organisation

How long has the organisation been in existence?

Is it run by a committee? If yes, how many committee members?

Is anyone free to join the organisation? If not, what are the restrictions?

How many members do you have?

How many of those members live in the Parish of Wanstrow Parish Council?

**3. Purpose of the Organisation**

Please give a summary of your organisation’s main activities

Describe how the local community benefits from your organisation

**4. Grant Information**

Please explain why you are applying for a grant, what it will be used for and how much you are applying for

Please provide details of any self-funding, grant funding or sponsorship, from any other source,

**5. Financial Details**

Please provide details of any funds (including donations and ticket charges) which you plan to obtain.

If you have previously received a grant from Wanstrow Parish Council, please give details of how it was used.

Please attach financial records. (Last set of accounts and recent bank statements}. Please also feel free to attach any other information which may be relevant.

Please provide the organisation’s bank details because if the grant is successful payment will be made via Bacs

Account Name: -

Sort Code: -

Account Number: -

On behalf of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I accept the conditions in Wanstrow Parish Council’s Community Grants Policy

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_