



## APPLICATION FOR FUNDING GUIDELINES

Castor Parish Council is keen to support local causes and amenities and will do all it can to support fundraising for specific projects or charitable causes.

Any expenditure has to be within the constraints of the legal powers limited to Parish Councils and within the bounds of “Best Practice” as ultimately the funds come from the pockets of council tax payers in the Parish. In addition, the Council is subjected to internal and external audits that examine the grants that are awarded, so the Council must demonstrate that it aware of the issues involved and has taken care in its funding award criteria.

This application document outlines the background to the grants scheme. Application forms should be completed as far as is possible and practicable – do not worry if there is some information that your organisation can’t supply, just fill in what you can. The more information there is, the better, but please be assured that you will not be turned down simply because more information is required before a decision is made.

Please bear in mind the following guidelines when completing your application:

- All grant applications must be submitted on the official grant funding application form, with supporting documentary evidence.
- Grants will be considered by ~~the Policy & Resources Committee and proposed to the~~ Parish Council
- The funds available for grants are very limited and often allocated promptly in the financial year
- In general, the Parish Council will try to support organisations promoting the following initiatives:
  - Promoting local recreational facilities
  - Combating rural isolation
  - Promoting sports, health & fitness
  - Promoting the village or rural affairs
  - Supporting the local economy
  - Providing opportunities to promote educational advancement
  - Projects for children and young people
  - Projects specifically aimed towards senior citizens
- The Council is limited in how much it can grant and to whom grants can be made. Generally speaking, the more tangible the project or scheme and the greater number of people in the Parish that it benefits, the stronger the case
- Grants for assistance in the running (revenue) costs of an organisation will be considered but in a way as to encourage self-sustainable funding.

- The Parish Council reserves the right to refuse applications or reduce the amount granted and under some circumstances the grant may be provided in kind rather than cash.
- Grants will not be considered, or awarded if previously considered, if the applicant has any monies overdue to the Parish Council, such as hall or pitch hire costs.
- Awards will not be made to:
  - Commercial enterprises set up to generate profit
  - Those supporting party political issues / parties
  - Projects with campaigning objectives
  - Individuals, unless exceptional circumstance warrant otherwise
  - Health, education or welfare organisations whose services should be provided by statutory funding.
- Awards will not normally be made:
  - To bodies that could be funded by their national or umbrella body (unless for a specific project or exceptional reason)
  - For buildings that are uninsured.
  - For buildings or property not owned by the applicant
- Please be advised that representatives of the Council may visit the site or project in pursuance of their decision making process or after award of funding
- Payment will be made to an organisation, not an individual
- Retrospective outgoings cannot be applied for

Grant applications are to be submitted by 31<sup>st</sup> September 2016 for consideration in the financial period 2016/17.

This process is designed to be fair and open to all parties. The Council will as far as it is able treat all applications equally and will not discriminate on the grounds of gender, racial or ethnic origin, religion or belief, ethical beliefs, disability, age or sexual orientation

If there are any points that are unclear or you would like any assistance with completing your form, please contact the clerk on 01780 435084 [clerk@Castorparishcouncil.org](mailto:clerk@Castorparishcouncil.org). We will do all that we can to assist. You are strongly advised to keep a copy of your completed form for your records

Good luck!



**APPLICATION FOR FUNDING – 2016/17**

**APPLICATION FORM**

**ABOUT YOUR ORGANISATION:**

Name

Address

Email address:

Website:

**Contact Details:**

First Contact

Second Contact

Name:

Position:

Address:

Phone Number:

Mobile Number:

Email Address:

**DETAILS OF ORGANISATION STRUCTURE :**

Constitution Do you have a constitution?  
 Please indicate: YES (Please attach) NO

Status: Are you one of the following? (If not, it does not prevent you from applying for a grant)

Please indicate: A registered charity? A company limited by guarantee? Applying for charitable status? Other: Please state:

When did your group/organization start?

What does your organization do?

Who does your group /organisation serve mainly? *e.g. children, young people, senior citizens, rurally isolated people etc*

How many of the people who will benefit from the funding live in the Parish of Castor

**DETAILS OF ORGANISATION FINANCES :**

|   |               |          |
|---|---------------|----------|
| Total income in the last financial year including date of year end. |               |          |
| Total amount spent in the last financial year.                      |               |          |
| Current unrestricted reserve or savings as of date of application   |               |          |
| Current restricted reserve or savings as at date of application.    |               |          |
| From what sources does your organisation raise its income?          | Income Source | Amount £ |

**DETAILS OF MANAGEMENT STRUCTURE :**

How many people are there on your management committee?

How many staff do you employ?

How many volunteers do you have?

**PROJECT SPECIFIC INFORMATION :**

Please give more details about the project for which you are applying for this grant:

Please justify the need for this project?

How will you monitor the progress of the project?

How do you plan to judge the success of the project?

**TIMESCALE :**

Start Date

Finish Date

Ongoing, give details

**FINANCIAL INFORMATION ABOUT THE PROJECT :**

Please provide a break down of the total cost of this project including VAT (please provide details on a separate sheet if necessary)

**What funding is your organisation requesting from Castor Parish Council via this form?**

Where From

Amount already  
secured

Awaiting  
Decision

What funds have you raised/applied for so far for this project?

What will happen if you are not successful in this grant application?

**IMPACT STATEMENT AND FUTURE MANAGEMENT :**

Will this project have a positive effect on the parish environment and if so, how?

Please give details of the steps your group/organization is taking to strengthen your group over the coming 12 months. For example, how you are establishing new sources of funding/income or training volunteers/staff.

**Declaration** I am authorised to make this application on behalf of the above organisation and the information contained in this application is correct. If the information changes in any way I will inform Castor Parish Council at the earliest opportunity. I give permission for Castor Parish Council to record the information on this form electronically.

Signed:

Dated:

Please include the following:

- Up to date accounts/financial statements & latest report (if available)
- Constitution or a set of rules, if available
- Copies of written estimates or catalogue pages if grant for equipment or capital costs

Please email this application to [clerk@Castorparishcouncil.org](mailto:clerk@Castorparishcouncil.org). or send with all supporting papers to: Sarah Rodger, Clerk, Castor Parish Council. 15 Station Road, Nassington PE8 6QB.

# CASTOR PARISH COUNCIL



## GRANT APPLICATION PROFORMA 2013/14

Name of Organisation:

Summary of Project:

Date Application Rec'd:

Notes:

Legal Power:

S137 – Maximum proportion based on residents benefiting.

Questions/additional information required:

### Grant Approved

Minute Ref:

Reason:

Amount:

Conditions:

Date Advised Applicant:

Cheque Number and Minute Ref:

### Grant Declined

Minute Ref:

Reason:

Date Advised Applicant: