



PUCKLECHURCH PARISH COUNCIL

Grant Application Pack

Applications to be returned to:

Pucklechurch Parish Council, 8 Sarum Close, Emersons Green, BS16 7HF.

Telephone: 0117 2140551

E-mail: parish.council@pucklechurch.org

**Deadlines for 2013/14 applications will be
1st November 2013 & 1st March 2014**

PUCKLECHURCH PARISH COUNCIL COMMUNITY GRANT SCHEME – GUIDANCE NOTES

These notes have been prepared to explain the main details of the Council's Grants Scheme. Please read them carefully before you complete the grant application form.

Aim of Pucklechurch Parish Council Grant Scheme

The aim of this scheme is to support and promote an active community in Pucklechurch. The Parish Council recognises and supports the valuable contribution made by the voluntary sector to the wellbeing of the community. We provide financial support for community organisations working for the benefit of Pucklechurch parishioners, with the intention of improving the range of services and activities in the parish.

Who can apply for a grant?

Examples are given below of the types of organisation to which grants may be awarded:

- ❖ Parish Organisations
- ❖ Youth/Senior Citizen Groups
- ❖ Sports Clubs and Arts groups

The scheme provides grants for new organisations as well as grants to existing organisations

for work or projects that will be of benefit to the Pucklechurch Parish as a community.

The Organisation must be based in the Parish of Pucklechurch and be able to demonstrate that it benefits a number of people living in Pucklechurch and how.

Because funding supplied by the Parish Council can only legally be used for the direct benefit of Pucklechurch Parish and its residents, there are some cases where we are not able to provide grants. These include:

- ❖ general appeals (e.g. national / international disasters);
- ❖ national organisations without a locally based group;
- ❖ individuals (e.g. sponsorship for individual sportsmen and women).

What can grants be used for?

Grants can be used for capital projects (e.g. the acquisition of, or construction of, lasting assets) or for revenue costs. Examples of what grants might support include:

- ❖ Equipment
- ❖ Development
- ❖ Projects
- ❖ Publicity
- ❖ Training
- ❖ Insurance

How much money is available?

The total amount of money any one group may be awarded is limited to the amount set aside by the Council for this purpose. The Parish Council expects that the amount requested by community groups will collectively exceed the amount available. It is important that all questions on the application form are answered as fully as possible to provide a detailed picture of the activities of your organisation within the Parish.

How do I apply for a grant?

An application form is included in this pack. You will need to include:

- ❖ a statement in support of your request
- ❖ a copy of your organisation's constitution, if you have one

All applicants completing an application form will be deemed to have read and agreed to the requirements outlined in these Guidance Notes and the 'Eligibility Criteria For and Conditions attached to Funding'.

All sections of this application form must be completed and returned with the necessary documentation. Deadlines for applications will either be 1st November & 1st March.

Who can I contact for more information or advice?

If you have any questions require further information or would like help filling in the form please contact:

Debra Duke, Parish Clerk, Pucklechurch Parish Council, 8 Sarum Close, Emersons Green, Bristol, BS16 7HF. Tel: 0117 2140551

GRANTS POLICY: ELIGIBILITY CRITERIA FOR AND CONDITIONS ATTACHED TO FUNDING

The Parish Council's Grants Policy requires all applicants to comply with the following eligibility criteria. Please read this carefully before submitting your application.

1. Applications will **not** be considered from:
 - ❖ individuals.
 - ❖ organisations intending to support or oppose any particular political party, or to discriminate on the grounds of race, age, gender, disability, sexual orientation or religion.
 - ❖ private organisations operated as a business to make a profit or surplus.
 - ❖ "upwards funders", i.e. local groups whose fund raising is sent to their central headquarters for redistribution.
 - ❖ 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.
2. Applications for funding of staff costs are not normally approved.
3. Applications from religious groups will only be considered where a clear benefit to the wider community can be demonstrated irrespective of religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project. It is not possible to grant aid bodies whose express purpose is to promote religious faith.
4. The applying organisation should be non profit making, voluntary body and should be able to demonstrate significant benefit to residents of Pucklechurch Parish.
5. Where a 'Starter grant' is provided, the Council will need to be satisfied that the organisation has proposals to become self-supporting.
- 6.. Where a grant has been awarded towards a capital project, the organisation concerned should be able to demonstrate that it has clear plans for raising the remainder of the necessary finance.
7. Evidence that the money has been used for the purpose stated will be required.
8. The Parish Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form. All funding or part thereof or items purchases by the organisation with Parish Council grant funding must be returned to the Parish Council should the organisation fold during the financial year in which the grant is presented.
9. Organisations that receive a grant will be required to acknowledge the Parish Council's contribution on all publicity/printed material.
10. Grants are not made retrospectively.
11. The Parish Council is willing to consider applications for revenue costs, but it cannot make a commitment for future years funding under this scheme.

12. The Parish Council may make an award for a percentage of the amount applied for, i.e. a partial award.
13. The applying organisation needs to, where appropriate, demonstrate that they have (or can acquire) the:
 - (i) expertise to complete the project or activity
 - (ii) the resources to carry it out
14. Under normal circumstances the council will only consider one application, per group, per funding round.

PUCKLECHURCH PARISH COUNCIL GRANT APPLICATION FORM

To enable this form to be photocopied please complete **all sections** using black ink.

[* Delete as appropriate]

Name of Organisation:

Correspondence Address:

Name and Address of Person Making the Application:

Name:

Position:

Address:

.....

Postcode:

e-mail address:

Telephone number: Daytime..... Evening

Preferred method of contact Tel E-mail Post

1. When was your organisation formed?.....

2. What does your organisation do?
.....

3. Is your organisation a registered charity? YES/NO* Number

4. Is your organisation part of, or affiliated to, any national organisation? YES/NO
If yes please give details:

5. Where does your organisation meet?
.....

6. If rented what is the approximate annual cost?
.....

7. What are your present charges/subs/fees
.....

8. Briefly describe the project or purpose for which you require a grant and how the project or purpose will benefit the community or residents of Pucklechurch.
.....
.....

9. Approximately, how many people do you expect to benefit from your project?
 (NB: The population of Pucklechurch is approximately 3,000)

Age Group	In Pucklechurch Parish	Outside Pucklechurch Parish
0 – 25		
26 – 49		
50 and Over		
All Ages		
Special or minority groups (please specify)		
TOTAL		

(Map showing Parish boundaries see page 6)

10. How do you think your application matches the Parish Council Grants Policy?

.....

11. Category under which you would like your application to be considered (please tick one box only)

In support of Youth All Other projects

12. What is the identified need for your proposal?

.....

13. When do intend your project to start?

.....

14. How will you measure the success of your project?

.....

15. What size of grant are you seeking?

£ (The Council cannot make a determination if the amount is not indicated)

16. What is the total cost of the project for which you are seeking a grant?

£ (Please include budget)

17. If you are not applying for the full amount , please specify where the remaining funds will come from:

.....

18. Have you applied for, or do you plan to apply for a grant in respect of this project to any other organisation (including Local Authorities)? YES/NO*

If YES, please give the following details:

Please include details of all applications both successful and unsuccessful

<u>Organisation</u>	<u>Purpose</u>	<u>Successful/Unsuccessful</u>	<u>Amount Received</u>
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(If money is not yet received but promised please include)

.....

.....

19. Please give details of your organisation's own fund raising efforts:

.....

.....

20. Please add any supplementary information in support of your application (Additional literature, leaflets or recent annual reports may be enclosed with the application):

.....

.....

21. Have you previously received, or applied for, a grant from Pucklechurch Parish Council? YES/NO*

If YES, please give details of amount(s) and year(s) and purpose:

.....

22. BANK DETAILS

Name of Bank

Name of Account.....

Sort Code.....

Number of signatories required to issue cheques

23. Where did you learn you could apply for a Pucklechurch Parish Council grant?

Noticeboard Website

Press Minutes

Other..... (please specify)

24. **Declaration**

I declare that:

I have read and accept the Guidance Notes and Conditions of Funding and that have answered all questions fully and truthfully. I also declare that any grant made will be used solely for the purposes outlined in this application.

Pucklechurch Parish Council will be recognised on any materials produced and in any form of publicity as a result of this grant.

I understand that:

Pucklechurch Parish Council reserves the right to request a list of name and addresses for members of your organisation.

Any materials produced, made, originated, developed or arising out of the provision of the grant are to be made available for use by the Parish Council if requested.

Pucklechurch Parish Council may ask for additional information at any stage of the application process. I will be required to submit details showing how the grant funding was used. Pucklechurch Parish Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

The application form and supporting information will be copied and placed on the public agenda for Parish Council meetings. Personal data that has been supplied will not be disclosed and will be held by Pucklechurch Parish Council in accordance with the Data Protection Act,

Name	Signed
Position	Date

26. Have you found this application straightforward to complete? YES/NO
 If NO, please let us know of any improvements we could make to assist applicants.

Please note that all applicants will be advised of the Parish Council's decision in writing

PLEASE READ THIS PRIOR TO SUBMITTING YOUR APPLICATION

To avoid the Council making inappropriate grants of public funds it is a requirement that the following documents **MUST** accompany your application:

- | | | |
|---|--|--|
| 1 | A copy of your organisation's CONSTITUTION – if applicable | Tick to confirm
<input type="checkbox"/> |
| 2 | In the case of a newly formed organisation, a BUDGET and BUSINESS PLAN must be submitted. | <input type="checkbox"/> |

The Parish Council is committed to operating within an equal opportunities framework. If you are a newly formed group you may want to use the following equal opportunities statement until you develop your own. Groups that have been formed for one year or longer should have an Equal Opportunities Policy of their own. If you need assistance formulating a policy please contact Karen Whittaker, South Gloucestershire Council Community Engagement Officer on 01454 868127.

This group/project is committed to working in a way which values and treats all people with respect and dignity, and celebrates diversity. The group/project, through its practices, will ensure that no member, service, user, employee, volunteer, job applicant will receive less favourable treatment or suffer unlawful discrimination on the grounds of age, colour, impairment, marital status, lifestyle and culture, nationality, race gender or sexuality, or on the grounds of economic or social status.

APPLICATION CHECK LIST

The following checklist has been prepared to assist you in completing your Grant Application Form. Applicants are advised to read the list below before submitting the completed application form:

- Have you completed **ALL** sections of the form?
(if you are unable to complete any part of the form, please indicate why in a supporting statement, or write 'not applicable' where appropriate).

- Does your application set out how your Organisation meets the requirements of the 'eligibility criteria'?

- Have you signed the statement on the last page of your application form to certify that all the details are correct?

When completed, this form together with supporting documents should be sent to:

The Parish Clerk, Pucklechurch Parish Council, 8 Sarum Close, Emersons Green, BS16 7HF South Gloucestershire or email info@Pucklechurchparishcouncil.gov.uk

Please Note you will be required to provide the Parish Council with pictures of how the Parish Council grant funding has been spent should you be successful in your application.

Acknowledged		Statutory Power	
Decision		Informed	