

Ardleigh Parish Council

Grant application form

Question 1: Information about you or your organisation

1a: Your organisation's name

This should be the name given in your constitution or set of rules (we may ask to see these)

1b. Your Project/Activity Name (ie the area of activity you wish to receive grant funding for)

1c. Your Organisation's official address:

1d. Main contact name, email address and phone number

This must be somebody who we can contact to talk about the application

1e. Contact's Position

For example, Treasurer or Secretary

1f. Email address for correspondence if different from above

1g. If your organisation is a registered charity, please give a registration number

1h. What are the main activities of your organisation and to whom are they targeted?

Question 2: General information about your project/activity

2a: Please give a brief description of the project/ activity including location or venue

Please tell us what this project is about and what its aims are (please continue on another sheet if necessary)

2c: What is the intended outcome(s) of your project/activity?

2d: Brief Timetable for the project/activity from beginning to end

Give the proposed start and finish date of the project.

Question 3: Finance and Other Funding

3a: Please indicate what your organisation has done to obtain funding from other sources (including efforts to increase membership where appropriate).

3b: Please indicate what fund-raising, if any, your organisation has carried out or plans to carry out to raise funds for this project/activity.

3c: Please indicate how much (if anything) your organisation intends to contribute to this project from its own funds or reserves.

3d: Tell us how much money you need for your project and give a breakdown of what the money is for. Where possible please include estimates for work or equipment.

Item or Activity	Total Cost

3e: How much are you requesting from the Parish Council £

3f: Please give details of how much money your organisation holds

i) what is the current account balance? £

ii) What savings or investment account balances? £

Please provide a copy of your most recent accounts.

Please provide a copy of a recent bank statement(s).

Question 4: benefit to Ardleigh Residents and inclusion

4a: Please give details of how your project/activity benefits residents of Ardleigh. Where the benefit or membership includes people who are not residents of Ardleigh please provide further information about the proportion of users/ members who are Ardleigh residents.

4b: Please confirm that your organisation is committed to equality/ inclusion. Where possible, please provide examples of how you ensure that your activities are accessible.

Please include with this application (where applicable):

- 1) Your most recent accounts
- 2) A recent bank statement
- 3) Any supporting evidence for the need of the project
- 4) Evidence of secured funding or applications for other funding
- 5) Estimates for work/equipment
- 6) Further information about membership/ users of your project/activity including proportion of Ardleigh Residents.

Declaration

I confirm that I am authorised to sign this declaration. The information in it is correct to the best of my knowledge. If this application is successful, the grant will only be used for the purposes specified in this application.

Signed: **Date:**

Position (if applicable)

Please return to

Ardleigh Parish Council Clerk

- [By email to info@ardleigh-pc.gov.uk](mailto:info@ardleigh-pc.gov.uk)
- Or post to
PO Box 12865,
Colchester,
CO7 7EZ

(please email or phone 01206 414989 (answerphone) to let us to let us know that you have posted the application)

Please note: The Council reserve the right to request further information it ascertains is necessary in the consideration of your application.

2024-25 Applications Close on Friday 28 February at 12 noon.

Further information can be found in the Council's Grant Funding Policy see <https://ardleigh.website/formal-documents>

ARDLEIGH PARISH COUNCIL GRANT FUNDING POLICY

Approved at meeting 10 October 2022. Minute number 22.133.3

Ardleigh Parish Council has set aside money in its annual budget aimed at supporting village organisations that deliver activities and projects that provide tangible benefit to its residents. These funds can be allocated as S137 funding- where no specific power is required, but cannot be used to benefit a single individual.

This policy is intended to cover both grants and donations to local organisations.

Funds are necessarily limited, and in order to target them most effectively towards this overarching objective grants will be administered in accordance with the following principles.

1. Grant applications will only be considered upon receipt of a completed application form and necessary supporting evidence, as per footnotes. Applications will normally be considered at a single meeting each year- normally September- in for the 2022-23 financial year the December 2022 meeting will consider applications. If funds are still available later in the year then they can be considered at the next meeting of the Parish Council, provided that it is received within 10 days of the next scheduled meeting.
2. As a general rule only one application per year will be considered from an organisation unless exceptional circumstances apply and the Council consider that it would be reasonable to consider further applications.
3. Successful applications are expected to demonstrate that:
 - The applicant organisation can show how it is **constituted** with aims, organisational structure (eg. chair/secretary and treasurer), and the principles governing its activities. If it is a charity the charity number and details of the charitable aims and governing documents should be provided.
 - The applicant organisation can show that a positive commitment to **inclusion** and, in particular that it does not discriminate on the grounds of race, religion, age, gender, trans-gender, sexual orientation, marital status, pregnancy or any disability.
 - The activities and projects proposed/delivered will provide **tangible benefit/contribute positively to the lives of Ardleigh residents**, insofar as the direct beneficiaries (e.g. club members) are mainly resident in the Parish or data can be provided to show the number of Ardleigh residents impacted.¹
 - Demonstratable efforts have been made to secure **alternative sources of funding** – where such bids have been successful, the applicant must explain why further funding is required and what it is intended to cover. Where efforts have been unsuccessful, evidence of applications and outcomes will be expected.
 - The applicant organisation has satisfactorily **planned and accounted**² for how the funding applied for will be used to deliver its activities and projects. The application should include a breakdown of income and expenditure. (Planning towards

¹ Supporting evidence: Evidence of past activities, how aims achieved and benefit to parish, etc,

² Supporting evidence: budget for current year, showing sources of income and planned expenditure; bank statements

increased financial independence should be encouraged and recognised by the Council.)

4. Organisations that deliver **ongoing activities** and who are likely to apply for grant funding every year must demonstrate every effort to secure other sources of funding in subsequent applications. Repeat funding cannot be guaranteed.
5. Grants will not normally be made for ongoing running costs. Where an application is for running costs, the applicant should detail the plans to find future running costs from alternative sources. Where grants for running costs are made, no guarantee of future funding is implied.
6. Applications to cover the rental costs of facilities, including the village hall, should be monetized and normally paid direct to the relevant charity.
7. Applications for grants in excess of £500 Will only be considered in exceptional circumstances where a significant and wide-ranging community benefit is clearly demonstrated. Even then, the Council will normally only provide up to 50% of the overall cost of a project and require details of match funding from one or more grant giving bodies, or from groups' own fundraising.
8. The Council will not grant fund on a retrospective basis.
9. The Council will give preference to applicants who can demonstrate how one-off grant funding will lead to greater self-sufficiency and lessen the need for future applications.
10. Evidence of the use of the full grant amount for the agreed purpose must be provided to the Council within six months of the funding being transferred. **Should the evidence not be received the Council will request the return of the funds.** Where appropriate, the Council may decide to pay certain amounts direct to a third party following receipt of appropriate invoices.

Approved
October 2022