

CHEDGRAVE PARISH COUNCIL
GRANT AWARDING POLICY AND APPLICATION FORM
(Adopted 7th November 2019)

About the Scheme

Chedgrave Parish Council has a small amount of money each year to allocate to organisations that benefit the parishioners of Chedgrave. Applications will be considered which support at least one of the objectives of the council, to: enhance the social, economic or environmental well-being of the community and may include projects covering areas such as road safety and support of youth and sporting activities. Those organisations need not necessarily be in the parish, but must show evidence of our parishioners benefiting from the project.

The Grant Process

Applications will be considered in April and September each year by the Parish Council, so applications must be received by the Parish Clerk by 15th March and August respectively. Applications should be made on the grant application form which can be obtained from the Parish Clerk.

Successful applicants will be notified after the meeting following their application and will receive a cheque approximately one month later. Note that the maximum amount of any grant is likely to be small (less than £100) and organisations can only apply for one grant in any one year.

The information you need to include on your application form:

- ✓ Name of the main contact for the organisation applying for the grant (no grant award can be made to individuals)
- ✓ Contact details for that person: name, address, e mail, telephone number
- ✓ Information about the project/activity for which you are applying including details of how it meets our aims and objectives. (as outlined above)
- ✓ A timeline for your project/activity – start to finish (if applicable). **N.B. Retrospective funding will not be considered.**
- ✓ The cost of the project/activity and your own contribution
- ✓ Who else you have applied to for funding
- ✓ A copy of your Equality Policy (or a statement to that effect)
- ✓ A copy of your accounts for the last completed financial year

What we will expect from you if you receive an award

- ✓ A copy of a payment (at least to the amount of the grant award) relating to the project/activity
- ✓ A letter to confirm that the project/activity has been completed
- ✓ In the event of the project/activity not being completed within the funding year we may request that our money is returned.
- ✓ A short article and a photograph for possible use in local publications such as Chet News, Contact, B&B Journal etc.

Applications which do not contain all the information requested above may be excluded.

Your contact concerning the application is:

The Parish Clerk, Chedgrave Parish Council, 6 Farm Close, Chedgrave, NR14 6HQ

Email: Chedgrave.pc@gmail.com

Tel: 01508 528310

Checklist for information enclosed with the application:

Completed application form

Copy of your Accounts for the last financial year. If you do not have these, a copy of your management accounts.

Equality & Diversity Statement. If your organisation has an Equality Policy, please include it with your application. If not, please tell us, in no more than 50 words, how your organisation tackles discrimination and promotes equality and diversity.

Tick this box to acknowledge that you will provide us with follow up information as stated in the grant awarding policy above

Please refer to our website to find out more about the way we treat personal information.

Signed:

Date:

Name:

Position:

APPLICATION FORM

(please complete in black pen)

Name of Organisation Applying for the Grant			
Charity Registration Number (If Applicable)			
Web Address			
Main Contact of Applicant		Name	
		Address	
Telephone Number		Email	

What are the aims of your project/activity in no more than 50 words

Summary of project/activity for which funding is sought in no more than 200 words

In preparing your summary you should also address the following questions when submitting your application

- a. What the project/activity is all about?
- b. Who will benefit from the project/activity? How will Chedgrave residents benefit? How many people will benefit?
- c. What will the benefit/s be?
- d. Who will be responsible for delivering the project/activity?
- e. What will funding be spent on?
- f. How will the project/activity be funded once the funding from the Parish Council comes to an end?

Total cost of project/activity	
Amount requested from Chedgrave Parish Council	
Outline details of source/s of other funding	
Organisation	Amount

Total duration of the project/activity	Anticipated start date	Anticipated completion date

I confirm that this information is correct to the best of my knowledge

Signed on behalf of the Applicant:

Signed:

Date:

Print Name: