

Sharnbrook Parish Council

APPLICATION FOR CAPITAL FUNDING

Thank you for your interest in applying for capital funding from Sharnbrook Parish Council. Please read the funding policy below before starting to fill in the form.

If you require any advice or guidance, please contact Sharnbrook Parish Council on 07988 638054 or clerk@sharnbrook-pc.gov.uk.

Completed forms to be returned by email or to - Sharnbrook Parish Council, 30 Church Ln, Sharnbrook, Bedford MK44 1HR

SHARNBROOK PARISH COUNCIL CAPITAL FUNDING POLICY

1. Funding will only be made available to charities, voluntary organisations or constituted groups for the benefit of the area covered by the Parish Council and that will contribute positively to the life of people living, working and visiting the area. The Parish Council may provide funding to assist organisations that are not based in the Parish but will take account of the number of residents of the Parish using or likely to use that organisation's service.
2. Funding will not be made available to :
 - Organisations or individuals that discriminate on the grounds of race, religion, age, gender, trans-gender, sexual orientation, marital status, pregnancy or any disability.
 - Private organisations operated as a business to make a profit or surplus.
 - "Upward funders", i.e. local groups whose fund raising is sent to their central HQ for redistribution.
 - Organisations who wish to pass on money to other individuals or groups.
 - Individuals
 - Organisations whose function is primarily undertaken by the health authority or Bedford Borough Council's Social Services.
 - Political organisations or projects.
3. The Parish Council will only consider an application if accompanied by the required financial and organisational information.
4. The Parish Council will only provide one capital funding per group or organisation in each financial year unless clear, exceptional circumstances are demonstrated.
5. The Parish Council will not make capital funding on a retrospective basis.
6. Community funding applications are reviewed at full Parish Council meetings, where decisions will be made.

7. Capital funding will be paid to the applicant organisation upon receipt of the recognised contractors or suppliers providing the agreed infrastructure works. Where requested by the Parish Council, capital funding will only be paid following receipt of appropriate invoices.
8. The deadline for submission of applications will be the 31st of March of each year, this done to allow fair process for all applicants. Applications will be reviewed and considered in conjunction with the Parish Council plans for infrastructure maintenance and development.

Date agreed:12th November 2024.....

At the meeting of the Parish Council

Signed:
Chairman of the Parish Council

SHARNBROOK PARISH COUNCIL CAPITAL FUNDING APPLICATION FORM

1. Name/Address of organisation

Contact name:

Contact telephone number:

Position in organisation:

2. Aims and objectives of your **organisation**; What does your organisation do and how does it benefit the residents of Sharnbrook?

3. Where does your organisation meet?

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4. How often do you meet?

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5. How many members do you have?

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6. How many are Sharnbrook residents?

7. How much funding are you applying for? £

8. What is the total cost of your project? £.....

9. Identify any project partners and their role in the project

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10. Who will manage the project and what are their qualifications to do this?

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11. Briefly describe the project for which you require capital funding. Please make sure you give us a full breakdown of what the funding will be spent on.

12. How will the funding benefit the community or residents of Sharnbrook?

13. Have you applied for any other funds towards the cost of this project? Please include details below

14. Has the project that you want the funding for already happened? Yes / No

Please ensure the following supporting documentation accompanies your application;

- Your most recent accounts;
- Your most recent bank account statement & details of any other investments/savings;
- A copy of your constitution;
- Details of your organisation's officers;
- A copy of your safeguarding policy if your group works with vulnerable adults, or children;
- Any other documentation you feel may help in assessing your application.

Privacy Notice

In accordance with the General Data Protection Regulation (GDPR), I agree that Sharnbrook Parish Council will process and hold personal information about me only in relation to my funding application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the funding application process.

I also understand that SPC may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.

Declaration: I/we declare that the information confirmed in this application is correct and that any funding received will be applied as detailed in the request.

Signed

Date

For Office Use Only

To be completed at the F&GP meeting where the funding request is to be considered.

Capital funding applications must be checked against the following criteria. Any questions where the answer is no must be reported to the Finance and Policy Committee meeting where the application is being considered and must form part of the formal agenda items list for that meeting.

Yes	No	
		Will the funding result in a benefit for the area covered by the Parish Council and will contribute positively to the life of people living, working and visiting the area of Sharnbrook?
		Is the funding for a group and not for individuals or organisations whose function is primarily undertaken by the health authority or Bedford Borough Council's Social Services?
		Is the funding for non-political or non-quasi-political organisations or projects?
		Does the application include the required financial and organisational information?
		Is this the only application in this financial year from this group or organisation?
		Is the applicant based in the Parish Council area? If not what proportion of beneficiaries of the funding reside in the area?
		Is the application for future funding? (ie not retrospective)
		Is the funding for the sole use of the applying group and not to pass on money?

Chair of F&GP (name and signature)

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Date of assessment

Decision (delete as applicable) reject / return for further information / proceed to council

Approved as agenda item for the Parish Council meeting on

Outcome at that meeting