

Sharnbrook Parish Council

APPLICATION FOR GRANT AID

Thank you for your interest in applying for a grant from Sharnbrook Parish Council. Please read the grant 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 GRANTS POLICY

1. Grants will only be made 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. Grants will not be made 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.
 - include revenue items
 - "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 grant per group or organisation in each financial year unless clear, exceptional circumstances are demonstrated.
5. The Parish Council will not make grant funding on a retrospective basis.
6. Community grant applications are reviewed at full Parish Council meetings, where decisions will be made.
7. Evidence of the use of the full grant amount for the agreed purpose must be provided to the Parish Council within six months of the funding being transferred. **Should the evidence not be received the Parish Council will request the return of the funds.** Where requested by the Parish Council, grants will only be paid following receipt of appropriate invoices.

Date agreed: 9th July 2024

Date reviewed: July 2024; June 2025 and June 2026

SHARNBROOK PARISH COUNCIL GRANT 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?

4. How often do you meet?

5. How many members do you have?

6. How many are Sharnbrook residents?

7. How much funding are you applying for? £

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

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

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

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

12. Has the project that you want the funding for already happened? Yes / No
13. Will you be passing the funding on to any other groups (except to pay for goods and services)? Yes / No
Yes (name of contact) / No / Not applicable

Please give us details of the bank account that the grant should be paid into if approved.

Name of Account

Account number

Sort Code - -

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 grant 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 grant application process.

I also understand that SPC may pass details onto official organisations 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 grant received will be applied as detailed in the request.

Signed

Date

For Office Use Only

Grant 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 grant 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 grant 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 grant 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 grant reside in the area?
		Is the application for future funding? (ie not retrospective)
		Is the grant for the sole use of the applying group and not to pass on money?

Assessing officer

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