

ALDENHAM PARISH COUNCIL
1 Aldenham Avenue, Radlett, Herts WD7 8HL

Application for a Grant

The **aim** of our financial grants scheme is to help promote a vibrant and active local community.

APC recognises and supports the valuable contribution made by many voluntary groups and organisations (often very small) in the fields of arts; sport; culture; social care; services for children and young adults; services for the elderly and people with disabilities; and many others who contribute to the wellbeing of the local community. It will consider financial support for community organisations working for the benefit of residents, with the intention of improving the range of services and activities in the area. It will not aid commercial organisations.

There is a **limited budget** each year for grants and the amounts requested often exceed the fund available. It is therefore important that all the questions on the application form are answered as fully as possible to provide a detailed picture of your proposed project or of the activities of your organisation within the area.

HOW THE SCHEME WORKS

Applications are accepted at any time throughout the year, and can be made for help towards a special project, or the everyday running costs of your organisation (see below).

There is a Grants Fund agreed within our annual budget, which we do not normally exceed, for us to use during the year as single grants **of up to £2000**, and these are disbursed **four times a year at the Community Development Committee meetings**.

Remember; we are a parish council, and our resources are limited. Most grants are given for a maximum of a few hundred pounds only, although we do give larger amounts.
Amounts over £2000 will be given only in exceptional circumstances.

If you feel you may have a special case please discuss this with the Community Development Officer before making an application.

FINANCIAL GRANTS SCHEME GUIDANCE NOTES FOR APPLICANTS

Most grants considered by APC are for capital projects, however, *Revenue support grants* (sometimes called “core-funding grants”) can be given as a contribution towards the running-costs of an organisation: staff costs; rent; operating costs *etc.* These will be strictly **limited to 3 years**, with an **automatic reduction** of one-third in year two and one-third again in year three. This is to help small organisations in their formative years, or in the early stages of a project, but encourage them to plan thoroughly, and become financially self-supporting. Continued revenue support for organisations beyond three years will not be considered.

Applications are assessed by the Community Development Committee. The Community Development Committee will assess each application against the following five categories:

1. How closely the proposed project or organisation matches the policy of our grant scheme.
2. The general “robustness” of the proposal - its perceived likelihood of success or sustainability.
3. The thoroughness of the financial planning (*eg* how prudent are assumptions ?; is other finance in place ?).
4. What is the scale/scope of the proposal? Who benefits; how many people, or special groups?
5. A general assessment of the application; allowing for any special circumstances or considerations.

Applicants should demonstrate that they are also contributing their **own funds**, or seeking additional support, and not asking for the Council to fund the whole scheme or project. This is **essential** if you are applying for a sum exceeding £1,000 - you **MUST** indicate proportionate contribution of either your own funds, or third-party support, or a combination of these, using the table in Q24.

The Committee’s decision is final and no correspondence will be entered-into regarding applications.

GENERAL CONDITIONS

- 1) Applications will not be considered for grants to commercial organisations, and only in rare circumstances to individuals.
- 2) Applications will not be considered from organizations intending to support or oppose any particular political party, or to discriminate in any way (*eg* on grounds of race or religion, *etc.*).
- 3) Applications will not be considered from private organisations operated as a business to make profit/surplus.
- 4) Applications will not normally be considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations.
- 5) Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs.

- 6) Applications from education, health or social services establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and there are benefits to the wider community.
- 7) The organisation must have clearly-stated aims and objectives.
- 8) The organisation must provide a written Constitution that has been formally adopted by the members of that organization or, where their association is less “formal”, similar evidence of agreement between individuals.
- 9) The organisation must provide, or propose to provide, an activity or service that is believed to be clearly needed by the local community or by a particular group of residents.
- 10) The organisation is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous two financial years or, in the case of a newly-formed organization or less formal group, a comprehensive budget and business plan.
- 11) The organisation is required to have a bank account in its own name with at least two authorised representatives required to release funds.
- 12) Applications may be made at any time during the financial year. In the case of an advance payment, written confirmation may be required stating that the money will be used for the purpose requested, as well as a monitoring and evaluation statement at the end of the project period or the financial year, whichever is the sooner.
- 13) APC reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
- 14) Organisations that receive a grant will be required to acknowledge APC's contribution on all publicity/printed material.
- 15) Organisations that receive a grant will be asked to submit a report detailing how the grant has been applied, once their project or initiative is underway/complete.

OTHER CONDITIONS

- 16) Organisations requesting funds for buildings must provide evidence of security of tenure in the relevant property for a minimum of 7 years from the date that the grant is considered (longer term may be required at Council’s discretion).
- 17) Organisations requesting funds for buildings must provide proof that the property is adequately insured.

COMPLETING YOUR APPLICATION FORM

DO NOT WORRY IF YOU CANNOT COMPLETE ALL SECTIONS OF THE FORM!

We have designed the form to cover a wide range of applicants, from structured organizations to small groups of individuals with a “good idea”, and recognize that many of these will be not be able to provide some of the information requested on the form. **IT IS IMPORTANT THAT YOU MAKE COMPREHENSIVE ENTRIES ON THE FORM ITSELF, AND DO NOT SIMPLY ENTER REFERENCES TO ACCOMPANYING DOCUMENTS.** It is **NOT** necessary to submit extensive supporting documents, and this can actually make assessment more difficult. Limit supporting information to what is requested.

In all cases - if you need to use additional sheets to complete any section please use white paper, size A4, to facilitate copying, marked to refer to the “main” section or question. Remember ! **Be concise**, and use the space on the form itself wherever possible. You are strongly advised to complete the checklist on the last page, and keep a copy for your own records.

If you are a formally-constituted organisation, remember to enclose a copy of your formal governing documents and accounts. If not: ensure that you have presented your idea clearly and given enough detail for us to thoroughly understand what you are trying to do. The application form is designed with the following in mind:

Section A It is sometimes the case that an application is from a widely-dispersed group or organisation, where a local representative is leading the project. We simply need to know who you are, and how we should contact you if we need to discuss your application in more detail.

Section B We are seeking enough information to allow us some insight into the “workings” of your group. Do not worry about fine points of distinction between categories of member, if you have them; we simply need to form a vision of your group and how it goes about its work.

Section C We need to form a clear picture of the organisation, project, or service that you are planning. We will look for a close relationship with our own policy (*See section 1 of these Guidance Notes*) wherever possible, and evidence of sensible planning and research. Always remember that the money we award is given by the people of Lewes, and we must be assured that it will be spent wisely.

We must also ensure that in giving a grant we are not acting outside our legal powers. We may decide that your application deserves an award, but be unable to give any money immediately, in which case we need to understand clearly how the project will run and may suggest that you re-submit your application at a later date.

We will use the information you provide in this section to gain assurance that the project is viable; will be adequately managed; and that you have planned sensibly to achieve your aims. Do not worry about precise details (unless the plan is very simple) - we are looking for an overall impression of the elements of your scheme and how you have approached the issue of funding.

Section D If you are able to provide formal documents and details then you must do so. If you are a small or informal group, then you should attempt to show clearly how you ensure proper control of your financial affairs

Section E We must be assured that the application is made with the approval of your organisation, if you are formally-structured. If you are a small, informal, group this can be addressed with a simple written statement from the parties involved.

Section F We hope that completing the form will not be too difficult, but we do expect some effort on your part to provide the information we seek! If you have all the details “at your fingertips” and have already taken appropriate copies of supporting documents *etc.* then we estimate that the form can be completed in 30 minutes or so. Please let us know of any

sections which you found unclear, or any improvements we might make to assist future applicants.

Section G This is a binding agreement which will apply in the event that your application is successful. Please read it carefully, and do not sign it unless you understand the terms and are prepared to accept them fully.

Section H CHECKLIST - Please take a moment to go through these points, and tick to show us that you have done so. You are **strongly advised** to keep a copy of your completed application for your own records.

GOOD LUCK !

PLEASE HELP US TO HELP YOU...

Please detach these guidance notes from your completed application form before submitting it to us.

Please arrange pages of the completed form in the correct order (there are nine pages) and staple them together in the top left-hand corner.

Any additional sheets or accompanying documents should be left separate from the application form.

Thank you!

Financial Grant Application 2018/2019

It is IMPORTANT that you make comprehensive entries ON THE FORM ITSELF; DO NOT simply enter references to accompanying documents

Please read our guidance notes carefully before completing this form.
Please write clearly in dark ink; or type.
It is IMPORTANT that you make comprehensive entries ON THE FORM ITSELF
Do NOT simply enter references to accompanying documents
LIMIT supporting information or documents to that which is requested

A Contact details

1 Name and address of your organisation

2 Any other name you use or name of your project if this is different

3 MAIN CONTACT for this application

This must be someone who knows about your project and can be contacted during office hours. This is normally the person completing the form.

Title _____ First name _____

Surname _____

4 Position held in the organisation

5 Contact address, including full postcode

Email address _____

Telephone:

Day _____ Evening _____

B About your organisation

6 What type of organisation are you? Tick all boxes that apply.

Community group/club/society

Company limited by guarantee

Registered Charity in England

Registration number _____

Other •(please describe)

7 When did your organisation or group start? ie When did it first start meeting or running activities or projects?

Month

Year

8 Briefly describe the purpose of your organisation.

Describe the usual activities/services you provide. If you are a new group, describe what you plan to provide.

If you have a written constitution, you must enclose a copy with this application

9 If you are a branch of, or related to, a larger organisation, please give details.

10 How many people (approximately) are involved in your organisation ?

Management committee members _____ Volunteers _____

Paid officers/staff _____

Ordinary Members _____ Others _____ (please describe):

11 Do you have a "Friends" society or similar supporters group ? YES .. NO ..

If YES, how many members does it have ? _____

12 Please tick/complete if your group has any of the following:

Public liability insurance .. Maximum Cover £ _____

Other insurance (specify) .. Maximum Cover £ _____

Name(s) of governing or affiliated body(-ies):

C About your project/service

13 Describe the project or service. *eg* Does it have a working title? What does it aim to achieve? How will it work?

Please enclose any supporting documents, plans, projections etc. NB - brief summaries are preferable to complex documents!

14 How have you identified the need for this ?

15 When do you intend your project or service to start?

Start date (month/year) _____

**16 Approximately how many people do you estimate will benefit directly from your project ?
YOU MUST COMPLETE THIS QUESTION - 'educated guess' will be acceptable**

Age group

Under 5

6 - 10

11 - 16

17 - 21

22 - 59

Over 60

All ages

Special or minority groups (please describe)

D Health & Safety

17. What, if any, special safety issues are related to your project/activity?

Please provide the following information -

i) What kind of insurance does your organisation have?

.....
.....
.....

ii) Do the leaders have the relevant qualifications and/or experience?

.....
.....
.....

iii) What policies does your organisation have in place (i.e. Health and Safety, Child Protection/Safeguarding, Working with vulnerable adults, Equal Opportunities, CRB Checks etc.)? *You may be required to submit copies of your policies*

.....
.....
.....
.....

E Funding of your project

18. Previous Applications

If you have applied for and received funding from Aldenham Parish Council in the past please provide details of the amount, the year and briefly what the funding was used for.

Year	Project Description	Award £

19. Project Funding

Please provide details of the amount of funding you need for your project and give us a breakdown of what the money is for (please enclose any relevant estimates or details).

Tell us the amount of grant requested £..... and provide a detailed breakdown as to how you have reached this figure

Project Expenditure Please list all items of expenditure for your project	Amount of Project
	£
	£
	£
	£
	£
Total	£
Project Income Please list how the project shall be funded	
	£
	£
	£
	£
	£

What is the difference? This should be the same as the amount of Grant you are applying for	£
---	---

20. Covering a Shortfall

If APC makes an offer less than the amount requested, how will that impact on the Project and how will you cover the shortfall?

.....

.....

.....

.....

21. Sustainability

What plans do you have in place to ensure that your organisation becomes more sustainable and less reliant on grant funding, particularly from APC

.....

.....

.....

.....

F. Your Accounts

22. Please provide the following details from your most recent annual accounts

Total Income	£
Less Total Expenditure	£
Surplus / Loss	£
Savings (Reserves, Cash, Investments)	£

Please provide a copy of your most recent annual audited accounts or, in the case of newly established organisations, the projected income and expenditure for the next twelve months.

You need to include these documents with this application.

Account Details

23. Please give us your bank or building society account details

You can only apply for grant if you have a bank/building society account in the name of your organisation. We will only pay grants into an account which requires at least two people to sign each cheque or withdrawal. **These people should not be related.**

Account name:

Bank/building society name:

Bank/building society address.....

.....
.....
.....

Who are the signatories and what position do they hold in your organisation?

1 Name Position

2 Name Position

3 Name Position

Any Other Information

24. Any other information which you consider to be relevant to your application.

.....
.....
.....
.....
.....

G Declarations

25. Declaration

Please give details of a senior member of your organisation.
For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. **(This must not be the main contact name in Q1).**

I confirm, on behalf of(insert name of organisation):

That I am authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all replies are true and accurate.

I confirm that I have read the Terms and Conditions set out in the Notes which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant only for the purpose specified in this application, and will have to comply with those Terms and Conditions and any others which the Council might attach to the Grant.

Post held in organisation:

Title First Name: Surname:

Organisation address:

.....
.....

Postcode:

Telephone:

Signed: Date:

26. Signature of Person Completing the Application

This must be the signature of the person named in Q1 as the main contact and **not be the same person who has signed in Q18**

I confirm that, to the best of my knowledge and belief, all the information in this application from is true and correct. I understand that you may ask for additional information at any stage of the application process.

Signed: Date:

H. Checklist

1. Have you answered every question? ▪
2. Have all signatures been completed? ▪
3. Have you included a copy of your constitution? ▪
4. Have you included a copy of your most recent audited accounts? ▪
5. Please state any supporting documents you are submitting: ▪