

BARNTON PARISH COUNCIL GRANT APPLICATION FORM

NOTES TO APPLICANTS

Background

Barnton Parish council invite applications for Grants for the forthcoming financial year.

The over-arching aim of this scheme is to help support village-based organisations deliver social, cultural, environmental and recreational activities that will directly benefit the village and its community.

Who Can Apply?

The Parish Council's grant scheme is open to fully constituted organisations and at the discretion of the Parish Council

- Community groups
- Voluntary organisations
- Clubs

Grants are not awarded:

- Retrospectively
- More than once to any one organisation in one financial year
- To individuals

When processing applications, the Parish Council will give due regard to current equalities legislation. Assessment of applications will be fair, open and transparent.

How to Apply:

Complete and return a signed copy of this application form, together with the supporting documentation requested, to:

Barnton Parish Council
Cemetery Chapel
Hayes Drive
Barnton
CW8 4JX

or

Via Email to: barntonpc@gmail.com

<p>Closing date for applications is 31st March</p>

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**** Please note:** If your organisation received an award under this scheme last year, you **MUST** complete & return the enclosed **grant monitoring form** in addition to this application form in order to be considered again this year.**

1. YOUR ORGANISATION'S DETAILS

Name of Organisation

Where Do You Meet?

You Meet How Often?

Main Contact

Job Title (if any)

Email Address

Tel. No.

Correspondence Address

Type of Organisation
e.g. social club,
nursery, other

Is the organisation a registered charity?

Yes

No

If yes, please enter your charity number

Is your organisation registered for VAT?

Yes

No

If yes, please enter your VAT registration number

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2. GENERAL

2.1 How long has your organisation been in existence?

Less than 1 year 1-10 years 10 years+

2.2 Aim of Organisation (e.g. to improve the health of older people in Barnton)

2.3 Objectives (e.g. to provide advice on healthy eating and exercise)

2.4 How many members regularly participate in your activities?

20 or less 21-50 51-100 100+

2.5 How many members are Barnton residents?

2.6 How many people do you employ?

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2.7 How many volunteers?

3. ORGANISATION MANAGEMENT

**3.1 How is your organisation managed?
(If by Management Committee/Board etc, please complete the following)**

Position	Name	Postal Address	Phone No
Chair			
Vice Chair			
Secretary			
Treasurer			

3.2 Please tick the relevant boxes to confirm you have the following

Governing Documentation Management/Group Committee
 Bank Account(s) Annual Accounts

3.3 Are any Parish Councillors involved in your organisation in an official or voluntary capacity?

Yes No

If yes, please give details

3.4 Are the premises where you meet:

Owned by the Group Private lease Council lease Other

If other, please give details

3.5 Are you a branch of a larger organisation?

Yes No

If yes, please give details

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4. GRANT DETAILS

4.1 What is the total cost of your proposed project/event/activity?

£

4.2 How much money are you seeking from the Parish Council?

£

4.3 Please provide as much detail as possible about your proposals. (For example, if you are planning an outing, state the date/destination and any associated cost including entrance fees etc).

Project/event/ activity	Date of event/timescale of activity	Estimated Cost

4.4 What will the direct benefits of this grant be for the community of Barnton?

4.5 Please specify which age groups of the community stand to benefit.

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4.6 Please provide details of all other funding your organisation has applied for in connection with the above activity?

Source of Funding	Date	Amount awarded/ requested	Progress

4.7 Have you discussed this application with anyone from Barnton Parish Council prior to your application? If yes, please provide his/her name.

4.8 Please supply any further information that you feel is important to support your application but has not been fully covered in earlier sections – continue on a separate sheet if necessary.

5. CHECKLIST

Before signing and posting your application form, please ensure you have attached the documents listed below. (Please note that failure to submit the relevant documentation will result in your application being rejected)

1. A copy of your constitution or set of rules

2. A copy of the last 2 years audited accounts

OR A copy of the last 2 years annual income and expenditure accounts

3. A copy of organisation's latest bank account

OR A copy of the pages of your passbook showing your organisation's name, account number and current balance, stamped and signed by your bank or building society

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OR For New Groups Only – a letter from your bank on their letter headed paper with your organisation’s account details

Please note applicants will be expected to demonstrate that they have adhered to the principle of *value for money*.

To satisfy the Council’s audit trail, Barnton Parish Council reserves the right to check, at any future date, that successful applicants have utilised their grant allocation for the purposes for which it was approved.

6. SIGNATURE

I can confirm that, as far as I know, all the information on this application form is true and correct, and I understand that Barnton Parish Council may ask for more information at any stage.

I also understand that this application form must be signed and accompanied with the appropriate documents requested in Section (4). Failure to do so will result in my application being rejected.

In signing this form I agree, on behalf of my organisation, to retain and make available on request, any receipts or other proof of purchase in order that Barnton Parish Council can be assured that the grant was spent in line with the approval given.

Form Completed by
(please PRINT name)

Signature

Designation

Date

Data Protection Act

Under the General Data Protection Regulations 2018, the Parish Council is required to advise you about the use of personal data which you provide on this form. A copy of your form is retained by the Parish Council for administration and information purposes but it is also available as a public document.