

Document Control

Organisation	Addingham Parish Council
Title	Grants Policy and application form
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Creator	Sallie Lloyd – Clerk and Reviewed by the Council
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ADDINGHAM PARISH COUNCIL

PARISH GRANT SCHEME – POLICY

1. Community and Voluntary Groups active within the parish can apply to the Parish Council for funding support.
2. The scheme will support both capital and revenue projects. There is no upper or lower limit to the amount of funding which can be applied for by eligible organisations.
3. Groups will apply to the Council for support using the agreed application form.
4. Groups will be expected to supply copies of the following accompanying documentation (if they have them):
 - A copy of the constitution or rules of the group
 - Proof that the group has a bank account with two signatories.
 - A 12 month forward plan (activities and finance), demonstrating how the grant funding will be used); where grants are requested a business plan will be required.
5. Applications will be considered as and when received at the next appropriate Council meeting.
7. Groups can apply once per year but may bid for a number of elements of a project in the application.
8. All applications will be considered with regard to financial stability of the groups and judged on their own merits; particular attention will be given to the group clearly demonstrating the need for the project.
9. Groups will be expected to contribute some of their own funds to the project although a set percentage has not been agreed. However, where possible a group will be expected to make some contribution from its own funds.
10. Where partnership funding is being sourced outside the parish, the Council would wish to see that such funding has been secured prior to awarding a grant.
11. Recipients of Grants are asked to include acknowledgement of the funding on all publicity material and on Social Media.
11. The decision of the Council on applications for grant support is final.

Parish Grant Scheme

Application form

Name of group:	
Main group contact: (full name and title)	
Position in group	
Address	
Telephone	
E-mail	
Provide a detailed description of the project and who will benefit from it	
Say how you know there is a need for your project	
What are the full costs of the project (including VAT if applicable)	
Where is other funding from the project to come from? (Tell us the funder and the amount you expect from them)	<p>Funder £.....</p> <p>Funder £.....</p> <p>Funder £.....</p> <p>Funder £.....</p>

Please tell us the stage at which your other applications are at, ie just applied, awaiting outcome of application or funding confirmed.	
What contribution to these costs would you like from the parish council?	£
Is this contribution for a specific element of the project?	
What is the structure of your organisation?	Informal group <input type="checkbox"/> Registered charity <input type="checkbox"/> Other <input type="checkbox"/> Please give details below

Supporting information checklist

Where relevant please ensure that the following documents are submitted with your application (accounts and bank statements must always be submitted).

	Tick to confirm enclosure
Group constitution or set of rules	
Copy of the most recent/audited accounts	
Evidence of planning permission (if necessary)	
Quotes for capital items and works over £500	
Three most recent bank account statements	
Twelve month forward plan: activities and finance (applications £5,000 and under)	
Business plan for the next three years (applications over £5,000)	

Please return to the Clerk to the Council:

By post to: The Old School, Addingham LS29 0NS

By email to: clerk@addingham-pc.gov.uk