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South Willesborough and Newtown Community Council
Grant Application Form

Please complete the following giving as much information as possible in support of your application (Please write clearly)

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| Name of Your Organisation | |
| Contact Name | |
| Address | |
| Tel No | |
| E-Mail | |
| Nature of Organisation | |
| Amount Requested | |
| What percentage of the total cost does this represent ? | |
| When do you need the money ? | |
| What items or services will it be spent on? (Please see Appendix 1 for information we'll need from you) | |

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| <p>Why are you seeking funds from the Community Council?</p> | |
| <p>Who will benefit from this grant?</p> | |
| <p>How will they benefit?</p> | |
| <p>Have you sought financial support for this from other funders? If Yes – please tell us who</p> | |
| <p>How will you evaluate the success of the project? Please see Appendix 2</p> | |
| <p>Are licences or other approvals needed for this project? If Yes – Which ones and what has been approved so far?</p> | |

Any other Information in support of your request and not covered in the questions above

Please read the terms and conditions below and sign here to confirm your agreement to them.
Please return original signed application to the Community Council and keep a copy for your own files

Signature

Date

Terms and Conditions & Appendices

Terms and Conditions

- 1. The organisation must be either non-profit making or charitable. Applications will not be considered from private organisations operating as a profit or surplus making business*
- 2. Grants will not be made to projects that discriminate on any grounds*
- 3. Grants will not be made to individuals*
- 4. Applications will not normally be considered from national organisations or local groups with access to funds from a national "parent" or "umbrella" organisation unless there is evidence that funds are not available from their national bodies or the funds available are inadequate for a specific project.*
- 5. An organisation should have a bank account in its own name with at least two authorised signatories*
- 6. The administration of, and accounting for, any grant is the responsibility of the recipient.*
- 7. The Council cannot commit to ongoing grants or subsidies in future years. A new application will be required each year.*
- 8. Each application will be assessed on its own merits in accordance with the Council's Grant policy which is posted on the Council's website www.swancc.org.uk. Hard copies are available on request from the Clerk on 01233 528933 (dial code needed)*
- 9. The Council may make the award of any grant or subsidy subject to such additional conditions as it considers appropriate*
- 10. The Council reserves the right to refuse any grant application which it considers to be inappropriate or inconsistent with the Council's objectives*
- 11. Any grant must only be used for the purpose it was awarded unless the Council agrees any changes in writing and that any un-spent grant must be returned to the Council by the end of the Financial Year (March 31st) in which it was awarded*
- 12. The Council may make the award of a grant or subsidy as it considers appropriate in the event of an un-seen, un-planned or otherwise, urgent event.*
- 13. Nothing contained in these terms and conditions will prevent the Council from exercising its legal duty and powers under Section 137, Local Government Act 1972 in respect of providing assistance to local and national organisations*
- 14. If an application for a grant is successful the recipient organisation will, within 3 months of the project completion, provide the Council with a short report - including a breakdown of expenditure, together with (copy) receipts/quotes/tenders etc (see Appendix 1) evidence of how the Council's contribution has been acknowledged*

evidence of added value including the results of any feedback/customer surveys (see Appendix 2)

15. *Any un-used grant money will remain the property of the Council and should be returned to the Community Council with a brief explanation of why it was un-used.*
16. *The Council reserves the right to consider the grant request and adjust it accordingly. The Council cannot guarantee it will award the full amount requested*
17. *Should the requested information be incomplete in the opinion of the Clerk, the Council reserves the right to contact the applicant and/or return the application asking for more information. This may incur a delay in considering the application but the Council will undertake to act as quickly as possible once the information is made available by taking it to the next appropriate Committee or Council meeting for decision.*

Note: If applicants are unclear about any aspect of this grant process please call The Clerk on 01233 528933 or e-mail clerk@swancc.org.uk for clarification or to request a 30 minute meeting

Appendix 1 – Financial reporting and evidence of costings

Evidence of costings

The Parish Council reserves the right to request proof of the tender process.

Value of item or service

£500 or less - 2 quotes or references to 2 catalogue listings

£501 to £1,500 - 3 quotes or references to 3 catalogue listings

£1,501+ - 3 quotes or 3 formal tenders

Quotes Requirements

References to catalogue listings should be print-outs or photocopies. They should include:

- the date when they were printed or copied;
- the item description and the price;
- the name of the company or catalogue; and
- the page number or webpage reference.

Quotes or tenders must come from:

- different suppliers that trade as standalone businesses and are not linked through shared ownership; and
- a business that is independent from the applicant or their business.

Quotes or tenders must include:

- a detailed and itemised breakdown of costs;
- the supplier's address, telephone number and a contact name;
- the VAT number (if the supplier is VAT registered and VAT is itemised on the quote)

Quotes or tenders must be:

- for items that are comparable to each other in terms of quality, size, quantity, units and specification;
- from the last 6 months and still valid; and
- made out to the same business address on the application form - online quotes should also be addressed to the business.

Appendix 2 – Evidence of Added Value

Grant recipients should demonstrate added value in at least 2 of the following 6 indicators

- Actual or reasonable predictions of footfall
- The number of local residents engaged/targeted
- The value of any match funding (ie funds received or pledged from other sources)
- The amount and value of Volunteer time (based on £10 per hour per volunteer)
- The expected Total Revenue (i.e. Net revenue less total expenses)
- Positive media coverage (eg press reports, social media “likes”, website hits)