



Beaudesert & Henley-in-Arden

Joint Parish Council

Working for the Benefit of the Residents of Henley-in-Arden

COMMUNITY GRANT APPLICATION FORM JANUARY 2018

If you would like help with this form then contact the Parish Clerk.

NAME OF ORGANISATION	
NAME OF A CONTACT FOR YOUR ORGANISATION	
CONTACT ADDRESS	
CONTACT TELEPHONE NUMBER	
EMAIL	
Describe briefly How you will spend the grant. You may attach an accompanying document if you wish, ideally no more than one side of A4.	
State here the amount of grant you are requesting	£
When you sign this form your organisation is agreeing to spend the funds, if granted, as described above.	SIGN HERE.
BANK ACCOUNT DETAILS Insert bank sort code and account number for bank transfer	
Date of application	

Please note that the Parish Council will consider all applications in public according to the criteria set out with this form. Applicants must be prepared to publish their independently examined accounts, constitution and annual report. Help with this can be obtained from the council. There is no requirement to submit any documents at this time.

1 Who can apply to the grant fund?

- Not for profit groups with a constitution and a bank account and which publish their constitution and accounts on the Town Website or other equivalent public media. Where this is not possible groups may take advantage of support from a local community group which does fit the above and is willing to administer the funds on their behalf.
- The Group must operate mainly within the parish boundaries and/or for the benefit of the residents in the two parishes.

2 Who cannot apply to the grant fund?

- Statutory organisations, for example County and District Councils, Police, NHS agencies
- Party Political groups

3 What will not be funded by the grant fund?

- Projects that promote religious or party political beliefs
- Projects for personal profit
- Social trips or holidays
- Prizes
- Costs relating to items or work already carried out before the grant has been awarded
- Loans or debt repayments
- Activities that are part of statutory obligations or replace statutory funding
- Projects that do not follow the Councils' Equality and Diversity Policy and the national legislation on health and safety, discrimination and child protection where appropriate.

4 Application Process

4.1. Please complete the form and send by hand, post or email to the clerk by January 31st 2018, detailing the need for the grant, its purpose and the amount required. The council will expect that normally the organisation applying will be funding 50% or more of the cost of the activity or project.

4.2. During the assessment process councillors may ask for further information. You will be given an opportunity to present your case in person to the Grants Working Party if you so wish.

4.3. The Full Council will consider the application at a public meeting early in 2018; you will be notified of the date venue and time. If successful the money will be available to the applicant in April 2018.

5 Criteria set by the Parish Council

5.1 Organisations applying must have a constitution, independently examined accounts and an annual report, all of which should be published on the town website or other publicly accessible media.

5.2 The project proposed should show benefit mainly to the residents of Beaudesert and Henley parishes.

5.3 Each application will be judged on its merits and classified into the following categories; parish funds and the amounts applied for will determine how far down the list below the grants will reach:

5.3.1 Funding would provide support to a service considered essential to the life of the town and/or its residents.

5.3.2 Funding would provide support to a service considered to be highly desirable for the life of the town and/or its residents.

5.3.3 Funding would provide support to a service or activity considered to be useful for the town and/or its residents.

5.4 Applications not meeting any of the above will be unsuccessful. Applicants who are unsuccessful will be given an opportunity to obtain feedback on their application.

5.5 Applicants should be aware that the residents will be consulted about grant applications through a public session at a council meeting.

The following Decision Analysis will be applied:

GO/NOGO criteria

1. The applicant organisation is properly constituted, publishes annual accounts and has a bank account.
2. The applicant organisation operates mainly within the parish boundaries.
3. The applicant is not a statutory organisation.

If any of these criteria are not met the application must be rejected.

Weighting

Each application will be given a score (1-10 where 10 is the highest) measured against the following factors each of which has a weighting (1-10 where 10 is the strongest) as shown in brackets.

- The application benefits a majority of Beaudesert & Henley people [10]
- It is important to the life of the town [9]
- It gives a return on investment for the town [7]
- The applicant is in serious need of funds [10]

The overall scores will then provide a guide to how be the applications will be rated.

CONTACT:

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