

BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL



179 HIGH STREET, HENLEY IN ARDEN, WARWICKSHIRE, B95 5BA

01564 637 607

07990 515 305

clerk@henley-in-arden-pc.gov.uk



Beaudesert & Henley in Arden

Joint Parish Council

Grant Application Form

Document Reference JPC-2021-10023

Author	Chair Finance Committee
First Adopted	
Rev.1	
Rev. 2	
Rev. 3	
Rev. 4	
Rev. 5	
Rev. 6	

**COMMUNITY GRANT APPLICATION FORM
JPC-2021-10023
YEAR COMMENCING 1ST APRIL 202X**

This form may be downloaded and printed, completed, and signed by an authorised officer of the organisation. It may then be posted to the Clerk at the address above or preferably, scanned and emailed to the Clerk.

1. Name of Organisation

2. Contact Details

Name:
Phone:
Email:

Introduction

Thank you for applying for a community grant. As the title implies, your organisation must either be based within the Beaudesert & Henley electoral area or if not, proof must be provided that your organisation provides a service[s] which are of benefit to the community. The JPC are happy to support any organisation that is already creating ways of funding for themselves, and we would ask that you briefly describe in the following box what activities you have undertaken, and a breakdown of funds raised for the previous year and the forthcoming year.

3. Purpose:

Describe briefly what is the purpose of the grant you are applying for and attach any documents to this form that may support this request.

4. Grant Value Requested:

£

5. Banking Details:

Bank or Building Society:

Account Name:

Account Number:

Sort Code:

6. Applicant Agreement:

This application must be signed and dated in the following box. The signatory must be authorised to do so by the organisation seeking the grant, and the grant can only be awarded for the purposes stated herein and not for purposes undisclosed. By signing this application you are confirming that you have read and agree with the terms and conditions below.

Signatory:

Name [Please print]

For and Behalf Of:

Dated.....

TERMS & CONDITIONS

SECTION N - Community Grants Working Party Terms of Reference

1. The applicant is a voluntary or charitable body with a strong connection to Henley in Arden
2. There should be a clear benefit to a significant part of the community of Henley in Arden. Evidence of parish residents either using or benefiting from the service should be provided
3. Support is aimed at specific projects. The Council will normally only commit funds once in each financial year for any one organisations. It cannot guarantee availability of funding in subsequent years.
4. Grants will not be supported to pay for salaries
5. Types of projects considered suitable are - improvements to the local environment and amenities, provision of recreational, arts or entertainment facilities.
6. The maximum grant payable per application is usually £8000, other than in exceptional circumstances
7. The council looks for some assurance that both the project and the applicant have long-term viability.
8. Evidence of your organisations own fund raising will be required for every application. The council will not usually support a grant for more than 50% of the total cost of the project or application
9. If a project is still in the planning stage a time-limited offer of a grant may be made conditional upon evidence of a firm commitment to a start date e.g. by placing a contractually binding order. The project for which the grant is claimed should commence within 6 months of the offer or it may lapse.
10. Grants in excess of £2000 will be paid over 2 instalments. To qualify for the 2nd instalment a written report must be provided which covers the criteria above.

Application process

1. Applications for a grant should be sent to the Parish Clerk. The grant form can be downloaded from the website, or an application can be made by requesting an application form direct from the Parish Clerk.

2. Grants are considered annually, unless of an urgent nature in which case this should be stated on the application form. Mini grants of up to £500 can be requested at any time.
3. Applicants will be invited to a meeting with the Grants Subcommittees to discuss the application
4. Financial accounts must be provided for the previous 2 years accounting period.
5. Evidence of bank balance is mandatory.
6. Applicants will be informed of the council's decision as soon as practicable after the meeting.
7. All documentation provided will be available for public scrutiny and should be legible.
8. Payments will be by BACS
9. Payments will only be made payable to the applicant organisation.

If Successful

1. The applicant will be notified once a decision has been made and will be asked to reconfirm the date on which the funds are required, along with the payee's name and to undertake to use the funds for the agreed purpose and within the agreed timelines.
2. A progress report is required within 3 months of the grant being provided. This report will be made available for public scrutiny.
3. As a condition of receiving a grant you are required to complete a short evaluation form. Groups are expected to provide written evidence of what the money has been spent on and the benefit it has brought to the people of the Parish. Such evidence of how the money has been spent should include copies of invoices and receipts, plus attendance numbers, photos. Press clippings etc. where applicable. This information should be submitted at latest, 10 months after receipt of the grant monies.
4. The grant can only be used for the purpose stated in the application and the council reserves the right to reclaim any grant not being used for the specific purpose of the application. However, if a group wishes to change the purpose of the grant, they must seek approval by writing to the council who will consider the matter.
5. Applicants for projects where the work has already been completed will not be considered. The JPC normally issue notice of grant applications on the website and local press during October, awards are made in April and September the following year.

The application form is available from the Clerk, apply by email or phone as follows –
clerk@henley-in-arden-pc.gov.uk 01564 637 607

Notes

[JPC Grant Committee Only]