

 **BEAUDESERT & HENLEY-IN-ARDEN JOINT PARISH COUNCIL (JPC)**

# Major Community Grant Application Form

Completed application forms must be returned to –

|  |  |
| --- | --- |
| Postal Applications  | Electronic Applications  |
| Lisa CromwellClerk & RFOBeaudesert & Henley-in-Arden JPCc/o 41 High Street, Henley-in-Arden B95 5AA  Tel: 07810 482450 | clerk@henley-in-arden-pc.gov.uk  |

## Absolute Deadline for Applications – Friday 14 November

Please read these notes carefully before you complete the grant application form to ensue you are aware of all Terms & Conditions and Declarations.

### PURPOSE

The purpose of Beaudesert & Henley-in-Arden’s Council’s Grant Scheme is to support the community of Beaudesert & Henley-in-Arden. We recognise and support the extraordinary contribution made to our community by the numerous voluntary organisations within our parish. The JPC endeavours to provide financial support for those organisations working for the benefit of Beaudesert & Henley-in-Arden in order to extend or improve the range of services provided.

### WHO MAY APPLY

Any Parish Organisation, including (but not limited to) –

* Youth Groups (including Groups supporting youth activities)
* Senior Citizen Groups (including Groups supporting Senior Citizen activities)
* Sports Clubs
* Educational Groups
* Art & Theatrical Groups
* Charitable Organisations

Due to legislation attached to Parish Council spending, the applicant group/organisation must be based in the Parishes of Beaudesert & Henley-in-Arden and be able to demonstrate that their work is in the interest of and will bring direct benefit to the parish. The JPC will therefore be unable to consider applications from –

* Individuals
* National Charities/Organisations (unless they undertake their activities in the parish)
* National Appeals (e.g. Disasters Emergency Committee appeals)
* Commercial ventures

### WHEN TO APPLY

Beaudesert & Henley-in-Arden’s Grant Scheme is open for applications between October and November each year. All applications must be submitted by the stipulated deadline and will be considered by the Parish Council at its Annual Budget Meeting (in January). Successful applicants will be notified in January, with the Grant money being paid in April.

### USE OF GRANT FUNDING

Grants may be used for capital projects and revenue costs such as –

* Purchase of equipment to support the aims of the group/organisation
* Development of facilities
* Construction costs
* Training/Development
* Hire of facilities to support the aims of the group/organisation

### HOW TO APPLY

A comprehensive application form is incorporated herein. Applicants must include all documents requested. All applicants completing and signing this application form will be deemed to have read, understood, and agreed to the Terms & Conditions of their application and have read the Grants & Funding Policy on the JPC website.

 The JPC reserves the right to reject an application due to a lack of required documentation or insufficient information to support the application. The JPC’s decision will be final and will not be revisited for six months.

**Terms & Conditions**

1. Each application will be considered fairly, on its own merits.
2. No financial assistance can be given to individuals under this Grant Scheme.
3. No grant will be paid to, or for any commercial venture or for private gain.
4. Retrospective applications will not be considered, i.e where the expenditure on the project has been carried out or the event has taken place.
5. Grants will not be provided to pay for salaries.
6. Grant applications must demonstrate that all proposed costs are proportionate, necessary, and represent best value for money. The council will not consider funding requests that include specialist services, contractors, or suppliers where such expertise is not reasonably required for the nature of the work. Applicants must justify the need for any specialist provision and provide comparative quotes where appropriate.
7. The council reserves the right to reject applications where costs appear excessive, unjustified, or inconsistent with the scale or nature of the project. Preference will be given to proposals that reflect prudent use of public funds.
8. If successful, Grant recipients must agree to provide a report to the JPC outlining how the grant has been spent within 12 months of receiving the Grant.
9. If requested, Grant recipients must provide evidence the money has been used for the purpose stated.
10. The JPC will be recognised on any materials produced and in any form of publicity (including social media) as a result of this grant.
11. The Grant can only be used for the purpose stated in the application form and the JPC reserves the right to reclaim any grant not being used for the specified purpose.
12. If an applicant wishes to change the purpose of the grant, they must seek approval by writing to the JPC which will then consider approving the change.
13. Any previous grant made to a group or organisation may be considered when considering a new application.
14. Where partnership funding is being sourced outside the Parishes, the JPC may wish to see that such funding has been secured/applied for prior to awarding a grant.
15. The JPC may ask the applicant to incur the expenditure and provide invoices for reimbursement.
16. A copy of the organisation’s constitution, most recent audited accounts and a current bank balance must accompany the application form as a minimum.
17. Grants shall be awarded exclusively for purposes that serve the interests of the Parishes of Beaudesert and Henley-in-Arden and that provide a clear and demonstrable benefit to the community as a whole
18. The maximum grant payable under Henley-in-Arden’s Grant Application Scheme is **£1,000**.
19. All personal information contained within the Grant Application form will be held securely and not processed.
20. Successful applicants are encouraged to attend the JPC Annual Parish Meeting to present to the Meeting how the Grant money has been used.

**GRANT APPLICATION FORM**

**2025\_26**

***This section to be completed by ALL Applicants.***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Organisation:  |  |  |  |  |  |  |  |
| Contact Name:  |   |  |  |  |  |  |  |
| Position in Organisation:  |   |  |  |  |  |  |  |
| Correspondence Address:  |    |  |  |  |  |  |  |
| Telephone:  |   |  |  |  |  |  |  |
| E-mail:  |   |  |  |  |  |  |  |
| Preferred method of contact:  | Telephone ☐  |  |   |  | Email ☐  |  |  |

|  |  |  |
| --- | --- | --- |
| **YOUR ORGANISATION:**  |  |  |
|  Type:  | Informal Group Registered Charity  | ☐ ☐ Please give Charity Number below  |
|   | Other  Charity No: Other:   | ☐ Please give details below  |
| What does it do?  |  |  |
| When was it formed?  |  |  |
| Please provide the number, or percentage of members that belong to the organisation and live within Beaudesert & Henley-in-Arden |  |
| Details of any restrictions placed on who can use/access the organisation’s services. |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **YOUR PROJECT:**  |  |  |  |  |
| Project for which grant is required |  |  |  |  |  |
| How will this project benefit the parishoners of Beaudesert & Henley-in-Arden?   |  |  |  |  |  |
|  |  |  |  |  |
| Total cost of project  | **£** |  |  |  |
| Amount of Grant Applied For (max £1,000)  | **£**  |  |  |  |
| Have you received, applied or intend to apply for funding from any other source for this project? |
|  ☐ Yes ☐ No |
|  If Yes, who have you applied to or who do you intend to apply to. Please provide details of the success/failure of the application and amount requested.  |   |  |  |   |
| How much of the total cost does your group/organisation intend to raise yourself and how? |  |  |  |  |
| What is the identified need for your project?  |   |
| How will you measure the success of your project?  |   |
| If you are wishing to purchase equipment or services, please ensure you supply copies of quotes/evidence of the cost of items. Additional literature such as leaflets or brochures may be enclosed with this application.  | Not applicable ☐ Please list the additional literature/brochures you are supplying –   |

***This section to be completed by ALL Applicants.***

## If successful, your grant will be paid by BACS payment, please provide the name the Bank Account is held in, sort code and account number for the bank account you would like payment transferred to:

|  |  |
| --- | --- |
| Account name |  |
| Sort code |  |
| Account number  |  |

## DECLARATION

**I declare that** I have read and accept the Terms and Conditions of this funding and that I have answered all question fully and truthfully. I also declare that any grant funding will be used solely and only for the purposes outlined in this application. I have the permission of my organisation to make this grant application.

Additionally, I declare that the JPC will be recognised on any materials produced and in any form of publicity (including social media) as a result of this grant.

My organisation, and this project is committed to working in a way which values and treats all people with respect and dignity and celebrates diversity. My organisation and this project through its practices, will ensue that no member, service user, employee or volunteer will receive less favourable treatment or suffer unlawful discrimination on the grounds of age, colour, impairment, marital status, lifestyle and culture, nationality, race gender or sexuality, or on the grounds of economic or social status.

**I understand that** the JPCreserve the right to request a list of names and contact details for any members of our organisation.

Any materials produced, made, originated, developed or arising out of the provision of this grant are to be made available for use by the Parish Council if so requested.

 The JPC may ask for additional information at any stage of the application process. I will be required to submit details identifying how the grant funding was used, as well as receipts for all goods and services acquired with this grant, if so requested by the JPC. If considered to have been inappropriately spent, the JPC reserve the right to reclaim part or all of the grant funding.

The application form and supporting information will be copied and discussed at a public Parish Council meeting. Personal data that has been supplied will not be disclosed and will be held by the JPC in accordance with all Data Protection Regulations in force at the time.

Signed: Dated:

 On behalf of:

**Supporting information checklist**

Please ensure that the following documents are submitted with your application (accounts and bank statements must always be submitted). Failure to supply may result in your application being rejected.

|  |  |
| --- | --- |
|   | Check to confirm enclosure  |
| Group constitution or set of rules  | ☐  |
| Full and complete copies of your signed, certified and audited accounts for the last year | ☐  |
| Bank account statements for the last three months | ☐  |
| Detailed budget plan and supporting evidence | ☐  |
| Additional literature/brochures (where appropriate)  | ☐  |

For Parish Council Use Only:

|  |  |  |  |
| --- | --- | --- | --- |
| Acknowledged:  |   | Statutory Power:  |   |
| PC Decision:  |   | Organisation Advised:  |   |
| Payment Made:  |   |  |   |