

**BEAUDESERT & HENLEY-IN-ARDEN Joint Parish Council (JPC)**

**Mini-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  |

Submission of this application does not automatically mean that an award will be granted. The JPC reserves the right to award grants at their discretion. Only one project per application will be considered.

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| --- | --- |
| **NAME OF ORGANISATION** |  |
| **CONTACT ADDRESS** |  |
| **CONTACT TELEPHONE NUMBER** |  |
| **EMAIL** |  |
| **NAME OF CONTACT FOR YOUR ORGANISATION** |  |
| **Grant Value Requested** |  **£** |
| **Describe briefly How you will spend the grant.** If not enough space please write a letter to accompany this request. |  |
| **When you sign this form your organisation agrees to spend the funds, if granted, on the project described above.** | **SIGN HERE:****Date:** |
| **BANK ACCOUNT DETAILS** | Acct Name:Sort Code:Acct No: |

**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. 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.
6. If requested, Grant recipients must provide evidence the money has been used for the purpose stated.
7. The JPC will be recognised on any materials produced and in any form of publicity (including social media) as a result of this grant.
8. 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.
9. 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.
10. Any previous grant made to a group or organisation may be considered when considering a new application.
11. 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.
12. The JPC may ask the applicant to incur the expenditure and provide invoices for reimbursement.
13. A copy of the organisation’s constitution, most recent audited accounts and a current bank balance must accompany the application form as a minimum.
14. 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.`
15. The maximum grant payable under Henley-in-Arden’s Mini-Grant Application Scheme is **£500.**
16. All personal information contained within the Grant Application form will be held securely and not processed.
17. Successful applicants are encouraged to attend the JPC Annual Parish Meeting to present to the Meeting how the Grant money has been used.

**Please note** that the Parish Council will consider all applications in Public according to the criteria set out by the Grants Working Party. They may request certain documents to support your application.

Subject to the same legal framework and conditions as major community grants.