

# Sutton-in-Craven Parish Council

**The attached guidance notes and application form are to be used when applying for the following grants.**

## Small Community Grant

- Small Community Grants of **£250** will normally apply. If the Council considers that there are exceptional circumstances, then it can decide to exceed these limits.

### Who can apply?

Any grant made by the Parish Council must directly benefit the Parish of Sutton-in-Craven and its parishioners. The Parish Council cannot make donations to charities or groups, however deserving or worthy, whose activities do not directly benefit or contribute to the Parish in some way. (Thus, the Parish Council cannot, for example, make a grant to a disaster appeal unless the disaster in some way affected the Parish or a substantial number of parishioners.)

Grants will not be made to fund political activities.

The Parish Council is not permitted to hold a reserve fund designated for unspecified local grants. All proposed heads of expenditure must be detailed in the annual budget, which forms a basis for the calculation of the Parish Precept.

The organisation making the grant should be non-profit making voluntary organisation where membership is open (i.e. no discrimination of membership on grounds of sex, race, religion etc)

The Parish Council will not fund activities which can be funded by the relevant participants or which can or will be self-supporting by means of donations, or grants from other organisations etc.

The Parish Council will consider applications for funds in situations where:

- There is no other way of obtaining the relevant funds
- The funds will enable the relevant group or organisation to access or “unlock” funds or assistance from third parties.
- Monies have been donated or raised but these are insufficient, and funds are needed to bridge the resulting gap.

## **How will Applications be Assessed?**

Your completed application will be assessed against the following 5 criteria by the Council.

1. Extent to which project/service contributes to Sutton-in-Craven Parish
2. Evidence to demonstrate the local need for the project/service
3. Extent of Community benefit
4. Benefit provided to those in most need
5. Local community support for the project/service

### **We will not fund the following ineligible activities**

- Activities which have already taken place
- Opportunities for individuals which have no additional community benefit
- Events which are exclusively for members of a particular faith/group
- Repeat projects/events unless they have a new dimension
- Political activities
- Statutory provision e.g. school activities which are part of the National Curriculum

## **When will I find out if I have got a grant?**

Applications whose application meets the criteria will be considered at the next meeting and will be notified of the outcome within 10 working days of that meeting.

We cannot accept applications for events that have already happened or for items which have already been purchased so make sure you submit your application in plenty of time.

## **How to apply**

1. Check that your organisation can apply, that we can fund what you want to do, that your project meets at least one of our priorities and that your organisation can meet our terms and conditions of grant.
2. You may need to pay VAT on purchases you make as part of your project. You must only include VAT in the amount you request from us if you cannot claim it back from HM Revenue and Customs. If you later find that you can recover VAT that we have included in our grant you must repay this amount to us.
3. Make sure you answer all the questions on this form.
4. Send us your Signed and Complete Application Form to [clerk.suttonincraven@gmail.com](mailto:clerk.suttonincraven@gmail.com) or post to 9 North Avenue, Sutton-in-Craven BD20 7NN
5. We will consider your application at the next meeting if in time for that Agenda. We will then let you know the decision within ten working days of that meeting.
6. To claim your grant send us copies of receipts and invoices.
7. You must complete your project within 12 months of your offer.

## Sutton-in-Craven Parish Council's Community Grants

### **Application Form Part 1 - Contact Details for this Application**

Contact Name

Address including postcode

Daytime Telephone

Email

Position in Organisation

### **Application Form Part 2- About Your Organisation**

Organisation Name

Organisation Address including postcode

Telephone

Email

Website

What is the main purpose of your organisation as set out in your governing document?

### Type of Organisation

- |  |   |
|--|---|
| <input type="checkbox"/> Community group, club, society or voluntary sector organisation | <input type="checkbox"/> Registered Charity |
| <input type="checkbox"/> School (for non-Curriculum activities)                          | <input type="checkbox"/> Other              |

Length of time your organisation been running

Number of people who use your group / organisation per year

Number of people currently employed by your organisation

Number of people who currently volunteer for your organisation

Does your organisation have a bank account? 

Yes	<input type="checkbox"/>
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No	<input type="checkbox"/>
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If you do not have a bank account please give the name of the organisation that has agreed to look after your funds and provide contact details for a senior member of the organisation who has agreed to the arrangement.

If your organisation has been running for over a year, please provide a summary of your groups accounts for the last 12 months.

Total income for the last 12 months

Total expenditure for the last 12 months

Total savings or reserves at the year end

What purpose are your reserves being held for?

### **Application Form Part 3 - About Your Project**

Please be clear and concise as your answers will be used to describe your project to other people in grant reports and press releases.

**Project Name**

Area where project will take place

What date do you expect your project to start?

What date do you expect your project to end?

**Project Summary (maximum 300 words)**

Please provide a short summary describing your project, what it will achieve and how you will assess that it has been a success.

**Finances**

What is the total cost of your project?

Please provide a list of the actual costs of the project, continue on a separate sheet if necessary.

Item or Activity	Additional Detail	Total Cost
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

How much funding are you requesting from Sutton in Craven Parish Council?

**How will the rest of your project be funded? Please include grants applied for, donations and details of materials and payment in kind. Continue on a separate sheet if necessary.**

Source	Amount	Status (Requested/Approved)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>


### **Application Form Part 4 - Declaration and Checklist**

If you submit your application to us electronically you will need to send us an original signed copy of these two pages along with the relevant documents.

#### **Organisation Name**

#### **Project Name**

#### **Declaration**

- I am authorised to apply for a grant on behalf of the named organisation
- I certify that the information contained in this application is correct
- I am able to comply with Sutton-in-Craven Parish Council's terms and conditions
- If the information in the application changes I will contact Sutton-in-Craven Parish Council.

#### **Signed**

#### **Date**

#### **Position in Organisation**

## Checklist

- We have enclosed a fully completed, signed grant application form
- We have enclosed copies of quotes for materials
- We have enclosed a recent bank statement and a copy of our accounts
- We confirm that the project is open and accessible to all who want to be involved.
- We have the relevant insurance for the services/projects we deliver
- We confirm that our organisation and project comply with all relevant legislation.
- We have enclosed a copy of our Constitution or other Governing Document
- We confirm that our project does not cause negative impact or discriminate against different groups in the community based on age, disability, race, religion or belief, race, sex, sexual orientation, gender reassignment, socioeconomic disadvantage or rural isolation.

### **For groups working with children, young people or vulnerable adults**

- We have enclosed a copy of our organisation's protection policy.

### **For applications involving building, renovation or landscaping projects**

- We have checked that Planning permission is not required **or**  Planning permission is required and has been granted
- We own the freehold of the land or building or hold a lease that cannot be ended by the landlord for at least five years