

Bourtons Parish Council



BOURTONS PARISH SMALL GRANT APPLICATION FORM

Please read the attached guidelines before completing this form. Please use black ink and block capitals. You may continue on a blank sheet if necessary, but please put the name of your organisation on any additional sheets.

A. Your Organisation: Please give us the following information about your organisation:	
Name of Organisation:	
Address:	
Postcode:	
Descriptions of your organisations activities, please list your aims and objectives:	
How long has your organisation been established:	
B. Contact Details:	
Name of Contact:	
Position:	
Correspondence Address (if difference from above):	
Postcode:	
Daytime Tel:	
Mobile Tel:	
Email:	
C. Your Application	
Give a brief description of project or scheme for which grant is intended:	
Who will benefit from the proposed project or scheme?	
Total Cost of project or scheme:	£
How much are you applying for:	£
Please give an itemised breakdown of the expenditure for which this money is being applied for. This must include evidence (i.e. supplier's estimates or price lists) of the likely cost of all expenditure e.g. goods or labour costs.	

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ITEM	COST
TOTAL:	£
D. PREVIOUS APPLICATIONS	
Has your organisation previously applied for a grant from this Parish Council? If YES, please give details of the project or scheme and the date and amount of any grant received:	
E. ADDITIONAL GRANT APPLICATIONS TO OTHER BODIES	
Have you made a grant application to any other body for grant aid for this project or scheme? If YES, please provide the following:	
Name of Organisation applied to:	
Amount applied for:	
Date of application:	
Amount received:	
If you have received any other sources of funding, not specified above, please give full details:	
F. YOUR FINANCIAL INFORMATION:	
All applications must be accompanied by the following financial information. If you do not supply this information, your application may not be considered.	
<input type="checkbox"/> A copy of your latest approved statement of accounts or other financial reports which indicates your financial position. <input type="checkbox"/> A photo copy of bank statements covering the past year. <input type="checkbox"/> A statement of your capital assets, if any. <input type="checkbox"/> A copy of your organisation's constitution. <input type="checkbox"/> A copy of your child protection policy if a Children's organisation	
The Parish Council may request additional information depending on the project and the amount of grant sought.	
G. Consents and Insurances:	
Have you obtained all necessary consent and insurance relevant to your project/event? Please provide details and a copy of relevant insurance documentation.	

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H. ADDITIONAL INFORMATION:

If there are any other comments you wish to make to support this application, please give this information below, or continue on a separate sheet:

I. Declaration

I, _____ (*the applicant*) confirm that all necessary consents and insurances to comply will all relevant laws and regulations in relation to the project / event this application relates, have been obtained.

_____ (*the applicant*) hereby agrees to indemnify and hold harmless Bourtons Parish Council against all liability, cost and expense howsoever arising from any breach on the part of _____ (*the applicant*).

Signed:

Dated:

Please return completed forms to:

Parish Clerk
The Bourtons Parish Council
Bourtons Community Hall
Main Street
Great Bourton
Banbury, Oxon
OX17 1QU
Email: clerk@bourtons-cherwell-pc.gov.uk

FOR OFFICE USE ONLY:

Date received:

Date approved:

Grant awarded:

Amount:

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Small Grant Applications - Guidelines

Bourtons Parish Council has a small budget for the award of grants. The Parish Council can only award grants using certain legal powers. Where there is no statutory power specific to the activity for which the grant is sought, such as grants to a sports club or for a band, the Parish Council may use section 137 of the Local Government Act 1972 to give grants to community organisations. This power may only be used if its use will benefit some or all of its residents or some or all of the area and where the benefit obtained is commensurate with the expenditure incurred. The critical words are some or all - in both cases. This means that grants to individuals are not feasible, and grants where the activity would not obviously benefit the Bourtons parish area are equally problematic - however worthy the Councillors may feel the project to be.

Grants must meet the Council's grant criteria which are set out below and applications must be made on the Parish Council's application form. Applications will be considered by the full Parish Council.

All applications must be accompanied by appropriate accounts or supporting financial information and relevant insurance policies and confirmation of consent obtained where applicable.

TERMS AND CONDITIONS:

1. The amount of the award will be at the discretion of the Parish Council.
2. All applications will be considered on their merits, but in general grants will be awarded for capital projects, such as the purchase of equipment, works to buildings, improvements to premises. In addition the Parish Council may support a community event, festival or other special event. The Parish Council does not normally give grants towards running costs, salaries or consumables, unless there are exceptional circumstances.
3. Grants will be awarded to voluntary groups and societies, clubs, not-for-profit organisations, charities operating in the Bourtons parish area where the benefit will be for this area alone.
4. Grants will not be awarded to individuals or to regional or national charities unless it is for a specific project in the Bourtons parish area where there will be obvious benefit to the Parish Council's area.
5. The purpose for which the grant is made must be in the interest of the Bourtons parish area or any part of it or all or some of the inhabitants of the Bourtons parish area which is defined by the boundaries of the Parish Council. The benefit to the area or inhabitants must be commensurate with the expenditure.
6. Groups from outside the Parish who can demonstrate direct benefit to the area are eligible to apply.
7. The Parish Council will consider any previous grant made to an organisation or group when considering a new application. No grant will be awarded to or for any commercial venture for private gain.
8. Retrospective applications will not be funded where the expenditure had been made, the project has been carried out or the event has taken place.

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9. The Parish Council may request submission of audited accounts and supporting documentation detailing costs of capital expenditure, project or events for which the funding is being sought.
10. All grant recipients are required to provide the Parish Council with a brief report, including photographs, of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved. This must be submitted within two months of the purchase of the capital equipment or completion of the project.
11. If the grant is put to purposes other than those for which it was awarded without the prior approval of the Parish Council, the recipient organisation or group will be required to repay the grant to the Parish Council.
12. The organisation or group should supply such information as the Parish Council may request regarding the impact of the project on the Parish Council's area.
13. Recognition of the grant from Bourtons Parish Council must be made in any publicity.
14. Bourtons Parish Council will not accept responsibility for ascertaining the necessary consent and insurance on behalf of the applicant. It is the applicant's responsibility to ensure they comply with relevant laws and regulations.

How will the application be assessed?

- a) How well the grant will meet the needs of the community, providing positive benefit to the inhabitants.
- b) How effectively the group will use the grant.
- c) Whether the costs are appropriate and realistic
- d) What level of contributions has been, or will be, raised locally.
- e) Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source.
- f) How the organisation or group is managed, as indicated by the constitution.

January 2021