



Procedure for Underwriting Community Events

Contents:

- 1. Application Form for Parish Council to underwrite events**
- 2. Policy Notes**
- 3. Conditions**
- 4. Expenditure Report**

Date of Approval:	
Date of Review:	It is due for review not later than 4 years from its last review

1. Application Form

Please fill in all sections in black ink and refer to the attached guidance notes for assistance in completing your application. Should you wish to expand on a question, please enclose additional information on separate sheets. Please ensure that the declaration at the end of the application form is signed and dated.

Important: Your application can only be processed if all the questions are answered, the form is signed and if we receive all the necessary enclosures. When completed please return this application to:

The Parish Clerk, Fairfield Parish Council, Fairfield Community Hall, Kipling Crescent, Fairfield. SG5 4GY. Telephone: 07415 615225. Email: enquiries@fairfieldparishcouncil.gov.uk

Who can apply?

- **Any voluntary Organisation** (see *The Local Government (Miscellaneous Provisions) Act 1976* for definition)
 - **Applications from individuals will not be considered.**
-

Name of Organisation: _____

Is your Organisation a registered charity? Yes / No Charity number: _____

Contact Name: _____

Position in Organisation: _____

Correspondence Address: _____

_____ Post Code: _____

Contact Telephone Number: _____

Email address: _____

Applications must demonstrate that the use of the grant:

- **Directly benefits Fairfield, or part of it, or all or some of its inhabitants.**
 - **Provides a social, welfare or educational benefit**
 - **Is not for profit**
 - **Is not for events that have already occurred, equipment already purchased, works already started or completed**
 - **Is not for wages or staff**
-

Details of Proposed Event

Event _____

Date _____

Location _____

Target Audience _____

Cost of Tickets _____ Max number of Tickets on sale _____

Brief description of Event _____

Please give evidence of demand for Event _____

Please give details of how any profit of the event will be used _____

Financial details

Does your Organisation receive funding from other sources? Yes / No

If yes, please give details: _____

Requested Amount of Funding: _____

- **A full cash flow of the event must be supplied with this application.**
- **Three quotations must be sought, where possible, for the goods or services that funding has been applied for and provided in support of this application**

Do the total expected Event costs exceed the Amount of Funding applied for? Yes / No

If yes, total expected Event cost: _____

How will the remainder of project costs be funded e.g. ticket sales, other grant applications, fundraising?

Please give details _____

Bank Details of Organisation

If your application is successful, your grant will be paid directly into the Organisation's bank account.

Bank								
Name on Bank Account								
Sort Code								
Account Number								

Declaration

I declare that on behalf of the Organisation that:

- The application is supported by the Organisation's Management Committee.
- To the best of my knowledge and belief the information I have given is correct.
- I understand the conditions on which the Funding is awarded and agree to adhere to those conditions.
- I authorise the Council to make any necessary enquiries to verify the information on this form, and to cross check information I have given with any other Organisations.
- I understand that additional conditions may be attached to the award of any grant.
- The Funding will be returned to the Parish Council if ticket sales and/or other sources of income cover the total cost.
- Any Profit made will be used for either a future Event that directly benefits Fairfield, or part of it, or all or some of its inhabitants or is donated to a Charity that directly benefits Fairfield or part of it, or all or some of its inhabitants
- A Grant Expenditure Report will be provided to the Parish Clerk within three months of the event.
- The money will be spent in accordance with the application and within twelve months of the award. Where this cannot be achieved the funding will be returned and / or re-application made.
- I undertake to carry out a full Risk Assessment for the event and will send a copy to the Parish Council.
- The event will be fully covered by Public Indemnity Insurance and will send a copy to the Parish Council.

Please submit the following supporting information with your application: -

- **The completed grant application form with all questions answered.**
- **A copy of the most recent annual Accounts for the Organisation.**
- **A copy of the Constitution for the Organisation.**
- **A full cash flow for the Event**
- **A copy of three quotations, where possible, for the goods or services that funding has been applied for.**

Signed: _____ Print Name: _____

Date: _____ Position held: _____

Complete Grant Applications forms received by the Parish Clerk by end of business on 20th of the month (or nearest working day before if it falls on a weekend or bank holiday) will be considered at the following month's Parish Council meeting. See www.fairfieldparishcouncil.gov.uk for Parish Council meeting dates. Note: there is no regular scheduled FPC meeting in August.

2. FPC Underwriting Events Policy Notes:

- FPC Underwriting Events is awarded at the Council's discretion and in all instances is subject to availability of funds allocated for this purpose.
- The Council has the discretion to allocate funding towards specific events but will not allocate money in respect of schemes resulting from any shortfall in local authority funding.
- The Council reserves the right to reject applications or award less than the amount requested.

3. Grant Conditions:

- Grants are agreed on the basis that the money will be spent in accordance with the application and within twelve months of the award. Where this cannot be achieved the funding must be returned and/ or re-application made.
- Organisations are responsible for ensuring that they are following all legal and statutory requirements (e.g. planning and licensing regulations).
- The awarding of any individual grant does not set a precedent on any subsequent applications.
- The Funding will be returned to the Parish Council if ticket sales and/or other sources of income cover the total cost.
- Any Profit made will be used for either a future Event that directly benefits Fairfield, or part of it, or all or some of its inhabitants or is donated to a Charity that directly benefits Fairfield or part of it, or all or some of its inhabitants
- Funding recipients must complete a Grant Expenditure Report within three months of completing the project.

4. Expenditure Report

It is a condition of Fairfield Parish Council that the Funding is spent within twelve months and a report of how the Funding was used is provided three months of completing the project. Therefore, you are requested to fill in this report form and return it to:

The Parish Clerk, Fairfield Parish Council, Fairfield Community Hall, Kipling Crescent, Fairfield. SG5 4GY. Telephone: 07415 615225. Email: enquiries@fairfieldparishcouncil.gov.uk

If the money has not been spent within twelve months the funding must be returned and / or re-application made.

Name of Organisation: _____

Contact Name: _____

Date Funding awarded: _____

Amount awarded: _____

Event _____

How many people attended? _____

Expenditure

Total Cost of Event _____

Details of Expenditure	Amount spent (£)

Income

What other income was received? Please name the fund and amount given:

Details of income	Amount received (£)

Profit (If any)

What Profit was made? _____

Funding to be returned to the Parish Council (if any) _____

If Project was made and is not being returned to the Parish Council, please give details of future events planned or Charity donated to. This must directly benefits Fairfield, or part of it, or all or some of its inhabitants.

Details of Future Events Planned with Proposed Date	Amount allocated (£)

Details of Charity Donated to	Amount donated (£)

Please provide copies of the following: -

- **Invoices or receipts (compulsory if funding not being returned)**
- **Any publicity you did (if any)**
- **Photographs of your event/project (if appropriate).**

Declaration

I declare that to the best of my knowledge and belief the information I have given is correct.

Signed: _____ Print Name: _____

Date: _____ Position held: _____

Email: _____ Telephone No: _____