



Community Grants

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Date of Approval Version 1:	14 th November 2013
Date of Approval Version 2:	14 th February 2019
Date of Approval Version 3:	13 th February 2020
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: _____

Brief description of your Organisation's aims and the benefits that this brings to the local community of Fairfield:

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**

Please give brief details of your project and the intended use of the requested grant: _____

Financial details

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

If yes, please give details: _____

Requested Grant Application Amount: _____

Note: Three quotations must be sought for the goods or services that funding has been applied for and provided in support of this application

Do the total expected project costs exceed the Grant Application Amount? Yes / No

If yes, total expected project cost: _____

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

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 grant 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.
- A Grant Expenditure Report will be provided to the Parish Clerk within three months of completing the project.
- 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.

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 copy of three quotations 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 Community Grants Policy Notes:

- FPC Community Grants are 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 grants towards specific projects 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.
- Grant recipients must complete a Grant Expenditure Report within three months of completing the project.

4. Grant Expenditure Report

It is a condition of Fairfield Parish Council that the Grant is spent within twelve months and a report of how the grant 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 Grant awarded: _____

Amount awarded: _____

Please describe how your grant was used: _____

What are the results of your use of the Parish Council grant? _____

How many members/volunteers took part in your project / event? _____

How many people benefited from your project / event? _____

What other funding (if any) was used? Please name the fund and amount given:

Name of Grant Fund or Description of Fundraising	Amount received (£)

Please provide copies of the following: -

- Invoices or receipts for work (compulsory)
- 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: _____