

PENSAX PARISH COUNCIL

PENSAX PARISH COUNCIL GRANT APPLICATION FORM

Please read the Council's Grant Awarding Policy and Procedures information sheet below before completing this form.

If necessary please use a continuation sheet inserting the name of the organization at the top for ease of reference.

Name of organization making the application:		
Name of person to whom correspondence should be addressed:	Postal Address for correspondence:	
Cheques to be made payable to:	Daytime telephone no: Email address:	
Details of your organization i.e. what is its purpose/aim?		Amount of grant requested: £
What is the Grant going to be used for and who will gain the most benefit? (Give details of the project)		
Have you applied to any other organizations for Grants towards this project? (If yes, please give details and outcome of application if known)		
Details of income you have raised yourselves from fundraising events, subscriptions, donations etc.		
Age group your organization supports:	Total membership number if applicable:	Are you a Registered Charity? If yes, please provide your number.
Signature of person applying (e.g. Chairman, Secretary, Treasurer, Leader) Date		For Parish Council use only.

In order for your application to be considered by Pensax Parish Council please ensure you attach the following documents relevant to your organization:

ACCOUNTS - A copy of the last Audited Accounts and a Budget for the current year.

AGM – A copy of the last AGM Minutes.

CONSTITUTION/RULES – A copy of the current Constitution or Rules of the organization.

Incomplete applications will not be considered by Pensax Parish Council.

PENSAX PARISH COUNCIL

Grant Awarding Policy of Pensax Parish Council 2019-2020

Policy

- Pensax Parish Council has agreed to set a Grant Budget of £650.00 for the current financial year.
- If the Councils Grant Budget has been fully allocated the Council will consider further applications at the beginning of the next financial year (1st April).
- All applications will be dealt with at Open Council Meetings to ensure the transparency of the decisions being made.
- The Council will treat all applications fairly and equally.

Grants will be considered for the following:

Projects that will enhance the local area by improving services or facilities.

Projects that will improve the quality of life for residents.

Projects that will help disadvantaged/disabled/elderly residents.

Applicants are reminded the Council are dealing with Public Funds and are limited by Law on which projects they can give Grants to.

Criteria to be met when applying for a Grant.

- Applications will only be considered if received on the form attached.
- The Grant is to be used primarily for the benefit of residents of Pensax Parish.
- Grants will be considered from Registered Charities or Voluntary Groups.
- Applicants must show that they have been active in generating funds themselves.
- Applicants must not have political connections.
- Applicants must be non-profit making.
- Applicants will need to give full details of other Grants applied for and the outcome of those applications if known.
- Applicants will be invited to attend the Council Meeting when the application is discussed to answer any questions Councillors may have.
- Applicants will be required to report back to the Parish Council when the Grant Funding has been spent.
- Applicants should acknowledge the fact that Grant Funding has been received from Pensax Parish Council for that particular project.
- Applicants may be invited to attend a Parish Meeting to speak about the benefit of receiving the Grant or they may be asked to write an article for the Parish Newsletter.
- Applications must be submitted on the attached form and emailed/posted to the Clerk at any time during the year.
- Grants will not be paid retrospectively.
- Applications will be considered as soon as possible after receipt if all supporting information is received. (Usually within one month subject to meeting dates).
- Pensax Parish Council will make their decision by the majority vote.
- Applicants will be advised of Councils decision within one week of the meeting where it is discussed.

- **Grant applications to be sent to**

Mrs S Burrows - Clerk to Pensax Parish Council,

5 Summit Road,

Clows Top,

Kidderminster,

Worc's

DY14 9HN

Email – pensaxpc14@btinternet.com

Telephone no. - 01299 832722