

**HENSTRIDGE PARISH COUNCIL**

**Clerk:** Zöe Godden, Elvyns, Wavering Lane East, GILLINGHAM. SP8 4NX

**Tel:** 01747 826401 **Mobile:** 07745 270285

**e-mail:** [clerk@henstridgeparishcouncil.org.uk](mailto:clerk@henstridgeparishcouncil.org.uk)

[www.henstridgeparishcouncil.org.uk](http://www.henstridgeparishcouncil.org.uk)

---

**COMMUNITY GRANT APPLICATION FORM**

Please fill in all sections. Should you wish to expand on a question please enclose additional information on separate sheets clearly stating which question the additional information refers to. One application per project. Please ensure that the declaration at the end of the application form is signed and dated.

When completed please return this application form to:  
Zöe Godden – Parish Clerk: address as above

**1. Your organisation**

Name of organisation.....

Contact name.....

Position in Organisation.....

Address for correspondence.....

.....

Tel No. .... Mobile.....

Email:.....

**2. Details of organisation**

Brief description of your organisations aims:

How long has it been in existence?

Is it run by a committee?

Can anyone join?

If not, what are the restrictions?

How often do you meet?

Where are meetings held?

## **HENSTRIDGE PARISH COUNCIL**

**Clerk:** Zöe Godden, Elvyns, Wavering Lane East, GILLINGHAM. SP8 4NX

**Tel:** 01747 826401 **Mobile:** 07745 270285

**e-mail:** [clerk@henstridgeparishcouncil.org.uk](mailto:clerk@henstridgeparishcouncil.org.uk)

[www.henstridgeparishcouncil.org.uk](http://www.henstridgeparishcouncil.org.uk)

---

Are they public meetings?

How many members do you have?

### **3. Organisations purpose**

Please give a summary of the activities your organisation during the last year.  
If you are a new organisation, give an idea of the activities you wish to undertake:

### **4. About the project**

Please give details of your proposed project and what you wish to use any grant awarded for?

**HENSTRIDGE PARISH COUNCIL**

**Clerk:** Zöe Godden, Elvyns, Wavering Lane East, GILLINGHAM. SP8 4NX

**Tel:** 01747 826401 **Mobile:** 07745 270285

**e-mail:** [clerk@henstridgeparishcouncil.org.uk](mailto:clerk@henstridgeparishcouncil.org.uk)

[www.henstridgeparishcouncil.org.uk](http://www.henstridgeparishcouncil.org.uk)

---

What is the project cost?

How much are you asking for from the Parish Council?

Have you received or applied for funding from any other source for this project?

**5. Financial details**

Do you receive funding from other sources and if so who?

Please supply financial records, as per guidance notes

If you have previously received a grant from the Parish Council please give details.

**Please complete the following declaration**

I declare that the information given is correct and agree to adhere to the conditions laid out in the Henstridge Parish Council's Community Grants Policy.

On behalf of.....

**I accept the conditions in the Henstridge Parish Council's Community Grants Policy**

Signed.....Date.....

Position in organisation.....

If the person signing this form is under 18, an adult organisation member must countersign it:

Signed.....Date.....

## **HENSTRIDGE PARISH COUNCIL**

**Clerk:** Zöe Godden, Elvyns, Wavering Lane East, GILLINGHAM. SP8 4NX

**Tel:** 01747 826401 **Mobile:** 07745 270285

**e-mail:** [clerk@henstridgeparishcouncil.org.uk](mailto:clerk@henstridgeparishcouncil.org.uk)  
[www.henstridgeparishcouncil.org.uk](http://www.henstridgeparishcouncil.org.uk)

---

### **Henstridge Parish Council Community Grants Policy**

#### **Who can apply?**

Local community groups, voluntary organisations and sports/recreational clubs, all must be of a non-commercial nature.

Any grant application must be of benefit to residents within the Henstridge Parish Council boundary, (hereafter referred to as "the Council"). The Council must also ensure that the statutory powers of Councils are adhered to when issuing grants.

#### **How can the grants be used and how are they decided?**

Grants can be used for capital projects or revenue support.

Normally only one grant will be given in a Council fiscal year.

The Parish Council will hear the application and make a final decision

#### **When and how should an application be made?**

The Council will accept applications at any time during the fiscal year that can be met out of its grants budget and so applications can be made throughout the year. However there are some applications that may need to be met by an additional precept and so would have to be decided before the precept application goes to South Somerset District Council. In these circumstances an application will need to be made by the last day of October before the precept required is decided. You are advised to check with the Parish Clerk into which category your application might fall.

All applications are to be made on a form that can be obtained from the Parish Clerk.

#### **What is required with the application?**

- The application form to be completed in black ink.
- Full and complete copies of your signed, certified and audited accounts for the last two years, only if your organisation has been in existence for that period, plus recent bank statements for last 3 months. These should also be signed by a member of your organisation, indicating their position held.
- A detailed budget plan and supporting evidence.
- A copy of your organisations Constitution, Terms of Reference or Rules.
- Should you have had a previous grant from the Council, it is wise to check that you have included a full report of your previous award. Your current grant application might be affected if you fail to do so.
- Evidence of other awards towards the project, eg lottery funding, other bodies.
- Please remember to photocopy your application for future reference.

**Remember the grant application could fail should these conditions not be met.**

## **HENSTRIDGE PARISH COUNCIL**

**Clerk:** Zöe Godden, Elvyns, Wavering Lane East, GILLINGHAM. SP8 4NX

**Tel:** 01747 826401 **Mobile:** 07745 270285

**e-mail:** [clerk@henstridgeparishcouncil.org.uk](mailto:clerk@henstridgeparishcouncil.org.uk)  
[www.henstridgeparishcouncil.org.uk](http://www.henstridgeparishcouncil.org.uk)

---

### **What we will not fund.**

- The activities of political organisations.
- The activities of religious organisations, unless they can show they operate clear and open community activities which do not require membership or connection to the organisation and that the application will be of benefit to the community.
- Events that have already occurred, equipment already purchased, works already started or completed.
- Repayment of loans or cost of services, equipment or provisions in anticipation of a grant.
- Organisations that have a closed or restricted membership.
- Organisations that are the responsibility of another public body/agency, however some form of matched/joint funding might be considered.

### **Grant conditions.**

- The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application.
- Individuals may apply for grants if submitted by an organisation to which they belong. The organisation is responsible for ensuring the grant is used for the purpose for which it is granted.
- Organisations are responsible for ensuring that they are in compliance with all legal and statutory requirements.
- Should for any reason the organisation disband during the period of the grant the Council may ask for all or part of the monies to be paid back.
- Prior approval of the Council is required if any change of purpose of the grant is required.
- Organisations must contact the Council before disposing of any equipment or resources purchased or part purchased with a grant from the Council.
- The Council reserves the right to monitor the use of the grant, the organisation will allow reasonable access to premises/accounts upon request from the Parish Clerk. It is also a requirement for a six monthly report to be given to the Council.
- Acknowledgement of the financial support received from the Council is required on documentation and any promotional literature or other media operation. To not do so could mean funding being withdrawn.
- To be eligible for a grant an organisation shall not discriminate on grounds of racial origin, gender, disability, age, (except for obvious reasons, such as becoming a member of a Youth club), and political or religious persuasion.
- Normally only one grant per year, though exceptions may be made.
- More than one project may be comprised in a grant, though one completed application form per project is required.

**Should any of these conditions not be met grant applications could be refused.**

### **What to do now?**

Apply to the Parish Clerk for an application form.