

FILBY PARISH COUNCIL GRANT SCHEME

About the Scheme

Filby Parish Council may award a small amount of money each year to organisations that benefit parishioners. The Parish Council welcomes applications from organisations with a local connection to the parish, or who are directly involved in helping residents of the village.

The Grant Process

Applications will be considered which support the following Council objectives:

- reduce rural isolation and deprivation
- improve road safety
- support youth activities
- support sporting and cultural activities
- support community cohesion

Expenditure should be targeted at improving or maintaining the quality of life for the majority of residents of Filby Parish, or at least a significant demographic of the residents such as young people or the elderly.

Grants will not be considered for financing the aims of political or religious organisations, nor of individuals.

Except in exceptional circumstances, grants will not usually be considered to provide revenue funding, but should be for the purchase of equipment and/or capital projects.

Checks are to be made to ensure that all expenditure is used for the purpose for which it was agreed. If any variation to the agreed expenditure is required it must be approved by the Council or the funding will be cancelled and the grant repaid.

Applications for donations from national organisations and charities will be considered on a case by case basis but in general will not be met unless there is a proven link with the village.

Applications must be received by the Parish Clerk.

Except in the case of donations, any application for a grant from the Parish Council should be submitted on the approved form.

Without exception all applications for donations and grant funding must be approved at a full Parish Council meeting.

Successful applicants will be notified following the next meeting and will receive a payment shortly after. Note that organisations can only apply for one grant for any one project in a year. Please note that grants cannot be awarded to individuals.

What we will expect from you if you receive an award

- A copy of an invoice/s (at least to the amount of the grant award) relating to the project.
- Notification that the project has been completed.

In the event of the project not being completed we may request that our money is returned.

A short article and a photograph for possible use in a publication of our choice.

APPLICATION FORM

(please type or complete in black pen)

Name of Organisation Applying for the Grant			
Charity Registration Number (If Applicable)		Web Address	
Main Contact of Applicant	Name		
	Address		
Telephone Number		Email	

What are the aims of your project in no more than 50 words

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Summary of Project for which funding is sought in no more than 500 words

In preparing your summary you should also address the following questions when submitting your application

- What the project is all about?*
- Who will benefit from the project? How will our residents benefit? How many people will benefit?*
- What will the benefit/s be?*
- Who will be responsible for delivering the project?*
- What will funding be spent on?*
- How will the project be funded once the funding from the Parish Council comes to an end?*

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Total cost of project			
Amount requested from the Parish Council			
Outline details of source/s of other funding	Name	Amount	
Total Duration of the Project	Anticipated Start Date	Anticipated Completion Date	

I confirm that this information is correct to the best of my knowledge

Signed on behalf of the Applicant:

Signed

Date

Checklist for information enclosed with the application:

- Completed application form
- Copy of your Accounts for the last financial year. If you do not have these, a copy of your management accounts.
- Copy of your Equality Policy, If your organisation does not have this policy, please tell us, in no more than 50 words, how your organisation tackles discrimination and promotes equality and diversity

Tick this box to acknowledge that you will provide us with follow up information as stated in the grant guidelines. ☐

Signed:

Date:

Name:

Position:

Applications which do not contain all the information requested above will be excluded.

Email completed form to:

Parish Clerk: filbypc@gmail.com