

NETTLEHAM PARISH COUNCIL

The Parish Office

Scothern Road

Nettleham

Lincoln LN2 2TU

Tel: 01522 750011

Email: parishcouncil@nettleham-pc.gov.uk

Website: www.nettleham-pc.gov.uk



REQUESTS FOR GRANTS

How to Apply for a Grant from the Parish Council

Nettleham Parish Council will consider requests for grants from organisations based either within or outside the Parish.

Who can apply?

Organisations that can apply are clubs, groups, societies and communities groups, which provide facilities for recreation, sport, leisure and social activities or to provide charitable help for the residents of Nettleham.

Applications cannot be accepted from:

- Individuals.
- Organisations, which support or oppose any political party.
- Organisations that discriminate on grounds of sex, race, religion or sexual orientation.
- Private organisations operating as a business on a profit-making basis.
- Organisations or establishments for whom Central Government, Health Authorities, County or District Councils are the appropriate statutory funder.

What can the Grant be used for?

The grant must be used to do one of the following:

- To develop and achieve a new activity that benefits all or part of the community.
- To support an existing community activity, that, without external financial assistance, may not be able to continue.
- To provide financial assistance to appropriate local organisations, subject to a defined need being established and subject to the Council's normal budgetary constraints and requirements.

The Council has to ensure that the amount of financial assistance provided is in line with the resulting benefit to the community as a whole.

The decision of the Council will be influenced by the benefit the grant will bring to Nettleham and its residents, and the bias in making grants will be towards local organisations and national organisations which have a local branch with a degree of autonomy.

It is in your interest to provide the Parish Council with as much information as possible about the benefits which may be brought to Nettleham and its residents.

Please complete the form overleaf, enclosing any other information you feel would assist the application, and return it to the Parish Clerk, The Parish Office, Scothern Road, Nettleham, Lincoln LN2 2TU.

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GRANT APPLICATION FORM

Please complete **all sections** of this form clearly using black ink.
(This is so that details will still be readable if the form is photocopied)

A. YOUR DETAILS

Name of organisation

Address of organisation

Organisation Website Address

Name of applicant and
Position in organisation

Address of applicant

Daytime telephone number

E-mail address

Organisation name cheques
should be made payable to

B. YOUR ORGANISATION

Registered charity number
(where applicable)

Year organisation established

What does your organisation do? *Please give aims and objectives. If you have a constitution, please attach this, together with any other publicity information you consider appropriate. How is your organisation run:-*
(a) committee
(b) membership fees
(c) other regular sources of income

What area is served by your organisation?

Where are your organisation's headquarters?

What is the total membership of your organisation?

How many members live in the Parish Council's area

Please give the names and addresses of the officers of your organisation

Chairman

Treasurer

Secretary

State approximately how much it costs annually to run this group/organisation.

Have you received funding from any other body in the past year?

Yes/no if yes please give details.

Do you have paid officers either local or national?

Yes/no if yes please give details.

Please give dates & amounts of any previous grant applications you have made to Nettleham Parish Council.

Did you provide any feedback to the Council detailing how effectively you used the grant? If you did not, please attach it to this application. The Council is very interested in how effectively its grant aid is being used. It is therefore, very important, in support of your application, that you provide as much information on how you used any previous grants.

If the grant is for a capital project (e.g. to buy equipment for a new activity) please provide a short business plan. The plan should describe

- a. What you propose to do.
- b. The time scale over which this will take place.
- c. The expected outcomes.

(If you need help on what information to provide, please contact Miss Finn, Parish Clerk)

If the grant is to meet current expenditure a business plan is not required, please explain briefly why your organisation is no longer able to fund this expenditure itself.

C. GRANT REQUEST

How much grant are you requesting from the Parish Council?

£

What will you use the grant for?

Please provide an itemised breakdown of the TOTAL cost of the scheme or project for which you are applying for grant aid. If you need the money to buy equipment or to pay someone, e.g. a builder, it would be helpful to provide quotations or similar to support your cost figures.

If the grant requested is less than the total costs given, please explain how you propose to pay for the remainder of the costs.

Include a copy of your most recent audited annual accounts or a balance sheet showing income, expenditure, bank balances and reserves.

How many people in the Parish Council's area do you estimate will be receiving help from the grant?

Please indicate the age range of the beneficiaries of any grant, e.g. young children/ youth / adult / senior citizens

D. STATE BRIEFLY WHY YOU BELIEVE A GRANT SHOULD BE GIVEN

Please use the space below to include a **Statement** in support of your request. (*This must include details of how your organisation meets the 'eligibility criteria' set out in the information sheet sent to you with this form. In addition you should include details of the ways in which you would publicise how the Parish Council has assisted you, if your application is successful*)

E. CERTIFICATION

I certify that the above information and the contents of the attached documents are correct at the time of applying. I understand that if any of the information is subsequently found to be incorrect this may lead to the organisation being disqualified from consideration and/or the withdrawal of any grant awarded. I agree to my organisation being bound by the eligibility criteria and any conditions set by the Parish Council.

Signed **Dated**

Date received by Council. / /