

BRASTED PARISH COUNCIL

Annette Hanson
Parish Clerk

Tel: 01732 455374
clerk@brastedpc.kentparishes.gov.uk

Community Grants Scheme

Policy:

The Parish Council wishes to help fund local organisations and projects that are of benefit to the residents of Brasted when funding allows. It is intended that the grants given should encourage and extend activities of local groups/projects, support participation in activities that are open and accessible to everyone and improve the quality of life of residents. The level of the grant should reflect the benefit provided.

Who can apply?

- Voluntary or charitable organisations that are based, or have a local branch, in Brasted
- Organisations whose work directly benefits a number of the residents
- New organisations whose work will directly benefit residents
- Applications of a non political nature

Grants cannot be awarded to:

- Individuals,
- For-profit companies or organisations,
- Trusts seeking to add capital to investments,
- Groups with access to national or central funding (unless funding is unavailable).

We will not normally fund:

On-going commitments or staff costs.

It is illegal for a Council to guarantee, either by inference or specifically, to automatically continue funding on a year-by-year basis.

We will not fund:

- Retrospective applications
- Items which only benefit individuals

Conditions:

All applicants are required to carry out their activities in a proper manner giving due regard, as appropriate, to safety issues, training, insurance, disability access and equal opportunities.

All grants must be claimed before 30 January 2018.

Brasted Parish Council reserves the right to recall any grant given which has not been properly used or where the organisation has ceased to operate.

Grants must be used only for the purpose stated on the application. If the organisation decides it wishes to spend the money on something else they seek prior permission of the Council.

Successful organisations must:

Provide evidence that the grant has been used for the stated purpose and may be asked, if possible, to provide a photograph that can be used by the Council in its publicity, such as on its website.

Don't be put off - it's not as complicated as it sounds!

There is help available: please contact the Parish Clerk, Annette Hanson, on 01732 455374 or by email at clerk@brastedpc.kentparishes.gov.uk

When can I apply?

Applications for the Financial Year 2016/2017 should be submitted with appropriate supporting information by 30 August. You will be informed if you have been successful once the Council has considered your application.

At other times of the year, grants will normally be considered at the first full Council meeting after receipt of the completed application form,

How much does the Council have to give away?

For the financial year 2017/2018 the total grant budget is £500. The budget figure is set annually and has to strike a balance between what the ratepayers can afford (through the local Council Tax) and what the possible demand may be.

Where do I send the forms?

Please return to:

Annette Hanson
Brasted Parish Clerk
PO Box 576
Sevenoaks
Kent TN13 9RT

**Brasted Parish Council
Community Grants Scheme**

Application Form

Please write clearly in black or blue ink.

If you have any specific communication needs, such as preferring a LARGE PRINT VERSION, please tell us what they are – phone 01732 455374

Q1 Contact details

Name of your group or organisation

Name of your project, if this is different

Main contact for this application

Title

First name

Surname

Position held in the group or organisation

Contact address, including postcode

Postcode:

Email address

Telephone:

Day

Evening

Q2 Tell us about your group; what type of organisation are you?

Tick boxes that apply

Community Group/Club/Society

Registered Charity in England

Exempt or exempted charity registered with Inland Revenue

Registration number

Other:

Q3 Briefly describe the purpose of your group/organisation.

For a new group please tell us what you intend to do or provide.

Q4 If you are a branch of, or related to, a larger organisation, please tell us which one.

Q5 Tell us about the project or activities you are planning; please be specific about what you will do and how you will do it.

Q6 What difference do you hope that the grant will make to the residents of Brasted Parish?

Try to explain who you hope will benefit and what evidence, if any, you have to back up this view. Have you undertaken any consultation?

Q7 How many residents of the Parish of Brasted do you expect to benefit directly from your project/activity?

Please give a number not just 'everyone'; an estimate is fine.

Q8 What, if any, special safety issues are related to your project or activity and how do you plan to manage these risks?

Please consider the safety of both participants and the public.

Please tick/complete boxes if your group has any of the following:

Public liability insurance

Other insurance

Relevant leaders' qualifications:

Q9 Tell us how you plan to fund the activities or project;

State clearly the precise amount of money you are requesting from us.

£	including/excluding VAT
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As it might enable the Parish Council to reclaim the VAT would you be willing for us to purchase goods/equipment to donate to your organisation, rather than receiving a grant?

If so, please tick box :

Q10 What contribution either in cash, volunteer time or other resources, are you making towards the project?

Q11 Tell us if you have applied anywhere else for funding towards the work of our group or organisation in the last year.

Please indicate if the application is pending, or was unsuccessful and don't forget to tell us whether funding was towards this project. Be sure to mention any other local councils and their response.

Q12 Provide details of current financial position

Total resources; savings (cash, reserves and investments) at date of application.
New groups will need to fill in savings and expenditure even if it is a 'nil' return.

£

Total annual expenditure from your most recent accounts

£

Check List

Please tick:

- We have answered all the questions on the form.
- We have enclosed a summary or copy of the Accounts for the last two years OR for new groups a budget forecast for the forthcoming / current year.
- A senior officer from the organisation has signed the form.

Declaration

To be signed by a senior officer from your organisation.

The information provided is correct to the best of my knowledge.

I have read and understand the conditions under which any grant may be given.

I understand that the grant may become repayable in the event of it being used for purposes other than specified, or the organisation ceases to operate.

I agree to provide evidence (photographs if possible) that can be used by the Council for publicity, or in any way it so wishes, to show that the grant has been used for the approved purpose.

Signed Date.....

Position held

Full name and address of group or organisation to whom cheque is to be made payable if application is successful

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Please return to:

Annette Hanson
Brasted Parish Clerk
PO Box 576
Sevenoaks
Kent TN13 9RT

Data Protection Statement:

The information collected by Brasted Parish Council on this form and from supporting evidence will be used to process your application.

We may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties, or give information to them to check the accuracy of information, to prevent or detect crime, or to protect public funds in other way, as permitted by law. These third parties may include Government Departments and Local Authorities.

We will not disclose information about you to anyone outside Brasted Parish Council, nor use information about you for other purposes unless the law permits us to.

Please do not write anything below this line

Award Given

Date

Special conditions if any
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