



THAXTED PARISH COUNCIL

Community Information Centre
7 Town Street
Thaxted
Dunmow
Essex CM6 2LD

tel: 01371 831952

email: clerk@thaxted-pc.gov.uk

Admin/Operations assistant: assistantclerk@thaxted-pc.gov.uk

web: www.thaxted-pc.gov.uk

Thaxted Parish Council Grants Policy

GRANT AID APPLICATION GUIDELINES

Thaxted Parish Council offers 2 different types of grant funding namely:

1. Grants for up to £300 per annum
2. Grants for reduced hire fees for any of the Parish Council's managed facilities

The application form at the end of these guidelines should be used for either of the grant applications.

The application form is presented in sections for completion being:

Section 1: About the applicant

Section 2: Details of the project / funding request

Section 3: Funding requirements (financial information)

Section 4: Contact details

All sections of the application form must be completed.

Please note that incomplete applications will not be considered.

One grant per organisation per financial year (1st April – 31st March) will be considered.

The Council may seek to recover any grants following the sale of any property or equipment within 5 years of the grant being awarded. The grant recipient must notify the Parish Council in advance of any such sale.

The grant application process will run throughout the financial year with a deadline for last submission no later than the end of **February**, no applications received after this date will be considered. All

applications received within the financial year will be considered during the next scheduled **Finance** committee meeting.

Who can apply?

Although funding is limited, the Parish Council will aim to distribute funds to those who need it most, whether it is working with disadvantaged groups, health, social inclusion, sports events, charitable events, a trip or new initiatives and projects. We are pleased to consider any application that will benefit people living within the Thaxted Parish Council area.

What we look for in an application

- Does the project benefit residents of the parish of Thaxted?
- What are the lasting benefits of the project?
- Is the application realistic?
- Have you applied for funding from other sources?
- Is the application form filled in completely and correctly?
- Will the project be well run and effectively managed?
- Will the project be all-inclusive?

How to apply

We recommend that your application be planned well in advance and sent to us before any event takes place. It can be sent to us at any time and you only need to fill out one form. Carefully complete the enclosed application and send it to us, ensuring, if applicable, all the relevant documents are enclosed.

Accounts – If your organisation has accounts please supply photocopies of the last 6 months of your account statements. If you do not have up to date

accounts, please supply us with a 6-month forecast of accounts for your project.

Constitution – Where applicable please supply us with a copy of your organisation's constitution.

Charity registration Number – Where applicable please supply us with your organisation's charity registration number.

Written Quotations – For all applications requiring equipment purchase we will require 2 quotes. For all applications requiring building work we will require 3 quotes.

What happens to your application?

Grants are considered by the Parish Councils **Finance Committee**. Dates of Committee meetings are shown on the Parish Council website and completed application forms must be received in the Parish Council offices at least one week prior to the meeting date to be considered.

Applications normally take about 4 – 8 weeks to process and you may receive a phone call or an email from a member of our staff requesting some more information. Although Grant Aid funding is limited, we do try to support as many projects/organisations which specifically benefit all in the Thaxted Parish Council area.

Please do not hesitate to contact the Clerk at the Parish Council should you wish to meet with us or to discuss any issues relating to your Grant Application.

Please return completed form via email with the subject header clearly marked **Grant application** email: clerk@Thaxted-pc.gov.uk

Or post to:

Community Information Centre
7 Town Street
Thaxted
Essex
CM6 2LD

*You may be required to make a presentation to the **Finance committee** in support of your application, you will be notified if this is required.*

IMPORTANT INFORMATION, PLEASE NOTE:

If your application is successful, in accordance with the Local Council Act 1972, it is a requirement that having received a grant from this Council, you must provide a statement setting out the way in which the money has been applied.

This can be done by:

- a) Sending us copies of the relevant invoices and/or receipts, or
- b) Submitting a statement confirming how the money has been applied, or
- c) By supplying a copy of your annual report and accounts

If your application is successful, Thaxted Parish Council expects acknowledgement in any relevant advertising relating to the item/event/etc. Your group may also be required to submit a report about your activities to the Parish Council or to issue a press release about the activity.

Please note that grant payments can only be made retrospectively. The Parish Council will only make advance payments of grants in exceptional circumstances.

**GRANT AID APPLICATION FORM
FOR LOCAL PROJECTS**

Section 1 – About the Applicant

1. Name & Address of Applicant/Organisation

2. Aims & Objectives of Organisation

3. Does Your Organisation Have:

(please tick relevant box)	Yes	No
A Constitution		
Accounts		
Equal Opportunities Policy		
Charity Registration Number (if yes please state):		

Please include a copy of these documents where available.

If these documents are not supplied, please advise why these details are missing

Is your application for a reduced hire fee for any Parish Council premises? *(If Yes, please proceed to question 5).*

4.

Yes

No

If yes, what is the date of your event and have you booked the facility with the Parish Council?

5. Is your application for a reduced hire fee for any Parish Council premises?

Yes

No

If yes, what is the date of your event and have you booked the facility with the Parish Council?

For Office use only regarding question 4:

Commercial hire cost:

Resourcing cost to Parish Council:

Potential Net loss / profit:

Details of any previous grants awarded to this Organisation:

Additional Information:

Section 2 – The Project

6. Please give details of the project the grant is for and the intended start date

Start Date:

End Date:

7. Please give a brief summary of activities and frequency of meetings, if applicable

8. What particular need do you consider the project will meet?

9. How have you identified the need for this project?

10. Please give a reasonably accurate figure for the number of people, within Thaxted Parish Council's area, the project will serve. If possible, please provide evidence of this within the Data Protection Act:

10. Please give a brief outline on how this project benefits the residents of Thaxted Parish Council's area.

11. Where will any equipment be kept and how will it be insured?

12. Address where activities will take place:

Section 3 – Funding Requirement

13. What is the total cost of the project?

14. Amount requested from Thaxted Parish Council and for what purposes (please be as specific as possible)

15. Have you applied for funding from other sources for **this project**?

Yes

No

If yes, please indicate how much and who from:

16. Have you applied for funding from other sources for **any other project** which may relate to this funding request?

Section 4 – Contact Details

17. Contact details for this application
(this must be someone who has full knowledge of the application and can answer questions about it)

Please note that these details will be made known in a public forum unless you specifically advise that details should be with-held

Name	
Tel No	
Email address	
Date of application	

18. Bank/Building Society Details

Grants will ordinarily be made by **Bank Transfer**. Please ensure this information is provided to ensure prompt payment.

Bank Name:

Account Name:

Account Number:

Sort Code:

If this is not the name of the group applying, please provide an explanation for variance.

19. Declaration – must be signed by at least 2 persons

We confirm that the information given in this application is correct. We are authorised to make this application on behalf of:

Name of Organisation	
Signed	
Name	
Position in Organisation	
Signed	
Name	
Position in Organisation	

Please return the completed form **preferably via email** with the subject header clearly marked **Grant application** to:

Clerk@thaxted-pc.gov.uk

Alternatively:

The Parish Clerk & RFO,
Thaxted Parish Council,
Community Information Centre,
7 Town Street, Thaxted,
Essex,
CM6 2LD.