

Hemsby Parish Council



Parish Office, The Pavilion,
Waters Lane, Hemsby
Hemsby, Great Yarmouth
Norfolk NR29 4JT
Tel 01493 719235
Email: hemsbypc@outlook.com

GRANT AWARDING POLICY AND APPLICATION FORM

About the Scheme

The Parish Council has a small amount of money each year to allocate to organisations that benefit the parishioners of Hemsby Parish Council. Applications will be considered which support the objectives of the council & for the benefit of its resident's e.g reduce rural isolation and deprivation; improve road safety; the support of youth activities; the support of sporting activities. Those organisations need not necessarily be in the parish, but must show evidence of our parishioners benefiting from the project.

The Grant Process

Applications will be considered at any time in the year by the Parish Council. Applications should be made on the grant application form which can be obtained from the Parish Clerk. Successful applicants will be notified as soon as possible, this would have to be considered at the next available meeting and if successful the agreed level of donation payment will follow as soon as possible, this cannot be paid into an individual's bank account. Note that the maximum amount of any grant is likely to be £750 and organisations can only apply for one grant, for any one project, per financial year. Where an event is being funded, only one donation will be made per event. All applications will be subject to the available budget & financial position of the Parish Council at the time that the application is received.

The information you need to include on your application form:

- Name of the main contact for the organisation applying for the grant
- Contact details for that person: name, address, e mail, telephone number
- Information about the project for which you are applying including details of how its meets our aims and objectives. (as outlined above)
- A timeline for your project – start to finish (if applicable)
- The cost of the project and your own contribution
- Who else you might have applied to for funding & when you expect to hear from them.
- A copy of your Equality Policy
- A copy of your Accounts for the last completed financial year & the last three months bank statement. If a recently formed group proof a bank account in the name of the group & a copy of the constitution document will be required.

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What we will expect from you if you receive an award

A copy of a payment/invoices (at least to the amount of the grant award) relating to the project.

A letter to confirm 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 stating the amount that the Parish Council granted.

No grant award can be made to individuals.

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

Please contact Mrs K Wilton (Clerk to Hemsby Parish Council) if you require assistance in completing your application. hemsbypc@outlook.com or [01493 719235](tel:01493719235) (during office hours).

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Checklist for information enclosed with the application:

- Completed application form

- Copy of your Accounts for the last financial year & the last three months bank statements. If you do not have these as you are a new group, a copy of your latest bank statement.

- A copy of your constitution document, your application will not be accepted if you do not have one.

- 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.

Please refer to our website to find out more about the way we treat personal information hemsbypc@outlook.com

Signed:

Date:

Name:

Position

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APPLICATION FORM

(please complete in black ink)

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 200 words

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

- a. What the project is all about?*
- b. Who will benefit from the project? How will Hemsby residents benefit? How many people will benefit?*
- c. What will the benefit/s be?*
- d. Who will be responsible for delivering the project?*
- e. What will funding be spent on?*
- f. How will the project be funded once the funding from the Parish Council comes to an end?*
- g. Have you approached any other body for funding of this project, if so who & when do you expect to hear.*

Summary of Project;

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Total cost of project		
Amount requested from Hemsby 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