



## **GRANT APPLICATION FORM – GUIDANCE NOTES**

Please read the Council's "Grant Awarding Policy". Please take time to read these "Grant Application Form - Guidance Notes" carefully before submitting your application.

### **Application Form**

The application form is necessarily general in nature and not all questions are appropriate to all organisations. However, all organisations should attempt to complete the form to indicate the type of activities they are engaged in and to demonstrate financial need. If parts of the form are felt to be inappropriate, details can be included in question 14 or on a separate sheet of paper.

### **Form of Grant**

The scheme is not intended as even a partial substitute for fund raising by local organisations. The scheme is intended to assist organisations where fund raising is difficult or who are just commencing activities.

### **Projects that are not eligible**

Grants will not be made to individuals or for the purposes of:

- The promotion of religion
- The promotion of political ideals
- Work/Projects/Activities that have already taken place
- Activities which a statutory body is responsible for
- Animal welfare
- Fabric appeals for places of worship
- Fundraising events or activities
- Hospitals, hospices or medical centres
- Individuals, including students
- Revenue costs

### **Capital Costs vs Revenue Costs**

Capital costs (eligible) – examples include items for the Scout Hut kitchen, installing double glazed windows, new flooring, etc., fencing work to secure community area.

Revenue costs (not eligible) – examples include salary payments, rental payments, uniforms, VAT, day to day running costs.

If in doubt, please contact the Clerk (details on the next page).

## Application Process

The Council intends to set aside a limited sum of money to finance the scheme on a yearly basis. Grant application form and any supporting documentation to be returned to Nazeing Parish Council by 31st October: Applications on the appropriate form will be considered on merit **each year** during the month of November. Decisions reached by the Council will be communicated to organisations by the end of December and the grant paid in the following year in May. If you need help with any aspect of your application, please contact the Clerk at Nazeing Parish Council. The application form contains contact details and submission information.

Please note: There is no right of appeal.

For further information, please contact:

Mrs Lorraine Ellis - Nazeing Parish Clerk

Office hours Tuesday & Friday 9am to 5pm

Address: Unit 6 Harold's Park Farm, Bumbles Green, Nazeing, Essex EN9 2SF

Telephone: 01992 893012

Email: [nazeingpc@btconnect.com](mailto:nazeingpc@btconnect.com)

## Guidance Notes

1	<u>Full name of the organisation</u> Please write the name of your organisation applying for the grant
2	<u>Purpose and activities of the organisation</u> Please include the purpose and activities of your organisation. You may wish to include aims, objectives and services provided by the organisation.
3	<u>How many of your members live in the Parish?</u> Please state number of members who live in the Parish or provide an estimate.
4	<u>Please state approximate age group</u> Please indicate if children / teenagers / adults / OAP
5	<u>Does your organisation have a written constitution?</u> Please state yes or no. If yes, please supply (paper or electronic version).
6	<u>Is your organisation a registered charity?</u> Please state yes or no. If yes, please supply charity number.
7	<u>Does your organisation have a safeguarding and / or equal opportunities policy?</u> Please state yes or no. If yes, please supply (paper or electronic version).
8	<u>Purpose of the grant</u> Tell the Council about your proposed application, why you are seeking a grant, what you are trying to achieve, the aims and objectives of the project/activity. If relevant, include any work / activity that has already been achieved / taken place.

Guidance Notes/continued

9	<p><u>Who and how many residents will benefit from the grant?</u> The Council would like to ensure a range of residents benefit from Council grants.</p>
10	<p><u>Amount of grant requested</u> Please state the amount of financial assistance sought. Remember, the Council would like to help as many applications as possible so please be reasonable.</p>
11	<p><u>Please provide full details of the costings for the project/activity</u> The Council would like to understand the full cost of the project/activity and the amount the grant is in proportion to this cost.</p>
12	<p><u>Please provide details of funding from other sources that have been applied for or secured</u> The Council would like to understand what other sources of funding have been applied for or secured and the amount the grant is in proportion to this other funding. You can include details of expected activity by volunteers and about any fundraising your organisation has done.</p>
13	<p><u>Statement of latest accounts to be attached.</u> This needs to include a balance sheet showing a comparison with the last financial year, an income and expenditure sheet and current funds in hand. Please supply paper or electronic version.</p>
14	<p><u>General and specific comments in support of the application</u> This allows you to add any further information or if parts of the form are felt to be inappropriate.</p>
15	<p><u>Contact details</u> Please provide information as requested. The Council will use these details to communicate with any queries or further questions.</p>
16	<p><u>In the event that your application is successful, please advise details for cheque to be made payable to</u> Please provide information as requested.</p>
17	<p><u>Declaration</u> Please provide information as requested.</p>