

London Colney Parish Council

**Grant Application Form**

London Colney Parish Council has a limited budget to make grants on a discretionary basis to voluntary organisations and community groups that provide services that benefit the economic, environmental and/or social well-being of residents of the Parish: This includes, but is not limited to:

* Capital grants for equipment
* Funding for particular events
* Funding for particular projects

In deciding on the allocation of grants, the Parish Council will consider the financial status of the organisation/group; who in the community will benefit from the grant; and how the application addressesone or more of the Council’s priorities:

* Listening and responding to the views and needs of residents in order to be a strong and recognisable voice for the village
* Providing the public with exceptional service and high quality, value for money services accessible to all
* Protecting the vulnerable, working in partnership with the community and the voluntary sector
* Encourage participation in the work of the Parish Council and to ensure transparency in all aspects of Parish Council decision making.
* Taking steps to improve the environment and ensure that sustainable policies are agreed to protect current and future village life.

There is a maximum grant award of £500.

To enable the Parish Council to make this assessment, please provide as much information as possible to support your application. Please refer to the Grant Policy which can be found on our [website](https://lcpc.egnyte.com/fl/2PaPFGyYbK#folder-link/?p=28f6ba70-deef-49be-86c2-63d1a27fbb3c)

**Applications for Grants should be submitted at least 21 days before a meeting of the Finance & General Purposes Committee to be placed on the agenda for consideration. Any applications received after this deadline will be carried forward to the next meeting.**

**If you are successful in being awarded a grant, you will be required to complete a grant evaluation form. Failure to do so, may jeopardise future grant awards. Any unspent grant should be returned to the parish council.**

# About your organisation

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Contact details** | | | | | |
| **Name** |  | | | | |
| **Position held in the organisation** |  | | | | |
| **Address** |  | | | | |
| **Telephone** | **Home** | | **Business** | | **Mobile** |
| **Email** |  | | | | |
| **Data**  **Protection**  **Act** | All the information you enter on the application form will be stored and held in accordance with the Data Protection Act 1998. This information will be used by London Colney Parish Council for analysing and recording grants. Your personal data will not be made public, but the name of your organisation will be displayed on our website, along with the details of the grant awarded. | | | | |
| **Organisation/group Details** | | | | | |
| **Name of the organisation/group** | |  | | | |
| **Where does the organisation meet?** | |  | | | |
| **What are the aims of the organisation?** | |  | | | |
| **Please confirm that your organisation agrees with the parish council’s Equality & Diversity Policy or have their own policy** | |  | | | |
| **If you are a youth organisation, please confirm you have a youth policy and vulnerable person’s policy adopted.** | |  | | | |
| **How do these aims benefit the economic, environmental and/or social well-being of residents of the Parish?** | |  | | | |
| **Approximately how many and what type of London Colney Parish residents will benefit from the grant? (Please give a realistic figure and explain in words)** | |  | | | |
| **Are there are any restrictions placed on who can use/access your services?** | |  | | | |
| **Is it a registered charity?** | | **Yes / No** | | **Registered charity number** | |

# About the grant

|  |  |
| --- | --- |
| **Please tell us the amount that you are applying for and how the money will be spent. Please provide as much supporting information as you can.** | |
| **Amount** | £ |
| **How the money will be spent** |  |
| **Attach copies of quotes or other relevant documentation** |  |
| **Please provide a copy of your latest accounts** |  |
| **What is the organisation’s estimated income and expenditure for the year?** |  |
| **Have you applied for any other grants in this financial year? Please provide details.** |  |
| **Please return the completed form, together with supporting information, to:**  Clerk to London Colney Parish Council  London Colney Parish Council, Parish Council Offices,  London Colney Community Centre, Caledon Road, London Colney, AL2 1PU | |
| **Signed** | |
| **Name** | |
| **Position in the organisation** | |
| **Date** | |

[[1]](#endnote-1)

1. **Document Revision History**

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   | --- | --- | --- |
   | **Date** | **Version** | **Revision** |
   | 13/1/12 | 1.0 |  |
   | 14/6/13 | 2.0 | Update to Council Priorities |
   | 12.01.18 | 3.0 | Review of Council Priorities and amended date for receipt of grant application |
   | 25.8.20 | 4 | Maximum grant award amount set at £500 |
   | March 2022 | 5 | Reference to newly adopted Grant Policy |

   [↑](#endnote-ref-1)