

**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.** | |
| **How much are you applying for?** | £ |
| **How much is the total cost of the project?** |  |
| **How the money will be spent?** |  |
| **Please provide 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.** |  |
| **Have you received or intend to apply for funding from any other source for this project?** | YES/NO  Please give details about the funding applied for |
| **How much of the total cost do your group/organisation intend to raise yourself and how?** |  |

Please tick to confirm you have included the following documentation with your application (please enter N/A if not applicable).

|  |  |
| --- | --- |
|  | ✓ |
| Full and complete copies of your signed, certified, and audited accounts for the last year years (if your organisation has been in existence for that period) |  |
| Bank statements for the last 3 months, signed by a member of your organisation, indicating their position. |  |
| Detailed budget plan and supporting evidence |  |
| Copy of your organisation’s constitution, Terms of References or Rules |  |
| Evidence of other awards towards the project e.g., National Lottery, other bodies |  |
| For grant requests for projects, evidence of tendering procedures followed. |  |

Please sign the following declaration and return this form, together with all supporting documentation required to:

Clerk to the Council

London Colney Parish Council

Caledon Community Centre

Caledon Road

London Colney AL2 1PU

**Please ensure that the person signing the declaration on behalf of your organisation has the appropriate authority to do so.**

‘I CONFIRM THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS CORRECT TO THE BEST OF MY KNOWLEDGE. I AGREE THAT ANY MONEY AWARDED BY LONDON COLNEY PARISH COUNCIL AS A RESULT OF THIS APPLICATION WILL ONLY BE USED FOR THE PURPOSES STATED IN THE SAID APPLICATION, AND IN ACCORDANCE WITH THE GRANT CONDITIONSL DETAILED IN THE PARISH COUNCIL’S GRANT POLICY.

IN CONFIRM THAT THE PROPOSED PROJECT IS LAWFUL AND CONFORMS TO ANY RULES GOVERNING OUR GROUP/ORGANISATION. I FURTHER AGREE TO COMPLETE A GRANT EVALUATION FORM AND PROVIDE COPIES OF RECEIPTS AND INVOICES ETC TO LONDON COLNEY PARISH COUNCIL TO CONFIRM TO THEM EXACTY HOW THE MONEY HAS BEEN SPENT IF THE APPLICATION IS SUCESSFUL.

I UNDERSTAND THAT ALL MONEY AWARDED MUST BE REPAID TO LONDON COLNEY PARISH COUNCIL AND MY ORGANISATION WILL NOT BE ABLE TO APPLY FOR FUTURE GRANT APPLICATIONS IN THE FOLLOWING CIRCUMSTANCES:

* If a false declaration is made, or if any information contained in the application is found to be false, inflated or exaggerated.
* If the proposed project does not proceed/is abandoned for any reason or if the organisation disbands during the period of the grant.
* If the organisation does not complete the necessary grant evaluation form confirming how the money has been spent or does not company with any other conditions stipulated in this award.

|  |  |
| --- | --- |
| Signed |  |
| Print Name |  |
| Position in the Organisation |  |
| Date |  |

|  |  |  |
| --- | --- | --- |
| **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 |
| July 2022 | 6 | Updated supporting documentation required |