

# BROXTON & DISTRICT PARISH COUNCIL

## Grant Application Form & Guidelines

### Applicant's Details

Name of Organisation .....  
Name of Contact .....  
Address for correspondence (inc. payments)  
.....  
.....  
Contact Telephone Number: Day .....  
Evening .....  
E-mail Address .....

*Please indicate preferred method of communication: letter / telephone / E-mail*

Does the organisation have its own bank account? YES / NO  
Is your organisation affiliated to a National Body? YES / NO  
If YES, Please give details.  
.....  
.....

Does your organisation charge a membership fee or for public for use of your facilities? YES / NO  
If YES, Please provide details of how this funding will benefit the wider community not just your membership.  
.....  
.....

Has your organisation recieved funding from the Parish Coucil in the last 12 months? YES/NO  
If YES, Please provide details and state if this application is for the same project.  
.....  
.....

### Application Details

Amount of Money you are requesting  
.....  
*Please note the Council will only accept one application per year per organisation although this may be to fund more than one project.*

Is this the total amount required for the project? YES / NO  
IF NO, Please give details of other sources of money including fundraising.  
.....  
.....

Will the project result in funds being raised (e.g. will the grant provide funding for an item to be sold)?  
YES / NO  
IF YES, Please give details of how that money will be spent.  
.....  
.....  
.....



## Grant Guidelines

Broxton & District Parish Council strives to allocate grants and donations in a fair and open manner judging each application on its own merits.

**Other than in exceptional circumstances the Council will only offer grants of up to £250.**

When allocating grants and donations the Parish Council must show regard to the statutory powers granted to the Council through various local government acts and Audit regulations. A copy of this can be found in the back of The Good Councillors Guide or from the Clerk.

The Parish Council does not provide grants or donations to individuals or national charities.

Grants and donations will be decided by Broxton & District Parish Council as agenda items at Parish Council meetings.

All grants and donations are made on a strictly one off basis – receiving funding in one financial year does not mean funding will be automatically provided in future years.

All grants and donations given must be for the benefit of some or all of the parishioners of Broxton & District Parish Council. As such the Council asks all applicants to confirm how many parishioners are likely to benefit from the applications approval and where possible identify the number who will benefit.

**When seeking funding from Broxton & District Parish Council you and your organisation should take into account the following criteria which are intended as guidelines rather than prescriptive rules:-**

- Be able to provide a clear explanation of what the funding is for, including time scales.
- Be able to demonstrate how 'value for money' has been achieved e.g. tendering process that has been followed.
- Be able to provide examples of other funding sources including fund raising events.
- Be able to show who will benefit from this funding.
- Be able to explain what impact not receiving this funding will have on your organisation.

**However groups must meet the following criteria:-**

- Have an organisation bank account (not personal).
- Must provide copies of the organisations accounts if requesting £1000+ or if requested to do so.

### Timing of Applications

- The council will consider applications for funding at its **March** meeting each year, in exceptional circumstances the Council may consider applications at other times of the year.

**When deciding allocation of grants and donations Broxton & District Parish Council will consider the following criteria:-**

- The benefit to the parishioners (including the number) of Broxton & District Parish Council in providing this funding.
- The financial circumstances of the organisation.
- How previous funding has been spent by that organisation.
- The financial position of the parish council itself.

**Broxton & District Parish Council will not generally fund:-**

- Political organisations.
- National Bodies or Charities.
- More than one grant application per year from any one organisation.
- Projects which will only benefit members of an organisation where membership is determined by a membership fee and is therefore not open to all parishioners.

***It should be noted that all parish councillors are governed by the Code of Conduct and have an obligation to declare pecuniary or other interests where relevant when considering the allocation of all grants or donations.***

To be considered for funding by Broxton & District Parish Council you must complete the application form from the clerk.

For more information please contact the clerk.

Ann Wright

Clerk to Broxton & District Parish Council

01948 861 035

[clerk@broxtondistrict-pc.co.uk](mailto:clerk@broxtondistrict-pc.co.uk)

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