

## Guidance Notes for applying for a Grant

**Wrabness Parish Council supports charitable and not for profit Wrabness community organisations and clubs.**

### Community Grant

Community Grants are intended to help improve a community facility or support a community activity. Grant requests should be made on the application form. Please provide as much of the following information as possible:

1. Some background to the group applying for the grant– its objectives or what it does.
2. For larger grants, a statement of their financial affairs and/or details of previous fund-raising activities. Note: Grant applications for up to £1,000 inclusive should where available, provide financial statements in support of the application. Grant applications for more than £1,000 should provide a statement of the most recent audited accounts.
3. How the grant is intended to be spent and the timescale. Applications for retrospective grants, where a project has already been completed cannot be considered.
4. The amount required or a suggested amount if this is a contribution to a bigger project
5. The benefit accruing to the residents of Wrabness. For example, if the money is requested for a group or club, how many local residents are involved in the club or would benefit from the project or activity for which grant is sought.
6. An indication of the funds held by the organisation/ reason for seeking a grant.
7. After the event – within 12 months feedback in the form of a statement of how the money was used. Where over £2000 has been granted, this is a statutory requirement.

### Fundraising Grant

Fund raising grants support Wrabness organisations and clubs wishing to promote fund raising events at Wrabness Village Hall. The grant defrays the cost of hiring Wrabness Village Hall for fund raising events up to a maximum of £75 or the cost of the hire which ever is the smaller.

Please complete the fundraising grant form and provide the following information:

- Name of Organisation
- Name of Contact and contact details
- Nature and purpose of fundraising event.
- Proposed Date and period of hire for proposed event at Village Hall
- An indication of the funds held by the organisation seeking a grant.

After the event – within 3 months – we request some feedback as to the funds raised by the grant aided fundraising event – to help us evaluate the success of this scheme