

QUATT MALVERN PARISH COUNCIL

Form to Apply for a Grant from Quatt Malvern Parish Council

Each year the Parish Council has a small budget allocation available to give as grants to local organisations or individuals to help to improve the well being of people living in Quatt.

At the meeting of 28th September 2023, Quatt Malvern Parish Council approved a new policy for awarding grants to local organizations or individuals:

i) That all local organizations are contacted in early April each year and advised that they must apply for any grant aid by November of the same year, sending all details of estimates, quotes etc., their financial position, purpose of the grant and other resources available to them.

ii) That the organizations be advised that normally any grant awarded will be of a maximum specified sum.

iii) That any applications received will be considered at the November meeting of the Parish Council and grants awarded accordingly.

iv) That the Council determine the normal maximum grant sum and determine a budget allocation for the following year at the January budget meeting.

Retrospective Applications will not be considered

Type of Grants To Be considered

- You can apply as an individual or on behalf of an organisation
- You must either live or work in the Parish of Quatt Malvern or be very closely associated with the Parish.

Your idea for a grant must be

- “To Improve the well being of all or some” of the people in the Parish of Quatt Malvern.

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Number of grants to be awarded

The Council is hoping to award between three or four grants each year, subject to the limits of the fund.

When you have finished your project

We shall expect you to spend the grant within 12 months and submit a short report and statement of accounts on completion of your project.

If your grant award is not successful

We shall explain why your application was not successful and advise you about further applications.

Application Form

Please complete the form in black ink and return it to the Clerk as soon as possible.

You can submit the form by hand or post to the Parish Clerk or by e-mail.

The details for this are: William S. Griffiths, Clerk of the Council,
9 Stretton Close,
Bridgnorth,
Shropshire, WV16 5DB
Email: quattpc@aol.com

ABOUT YOUR ORGANISATION

1. Name of the organisation making the application

2. Address of the organisation

3. Name and address of the contact person for this application. Please include the post code and your telephone number

4. What kind of organisation is it? - Please tick one.

Registered Charity - and provide the reference number
'Not for profit' Organisation - provide details.
Unregistered / informal organisation

Please attach a copy of your Constitution or formal documentation to this application. You do not need to do this if you have already submitted this with a previous application and it has not changed, or if you are applying as an individual or unregistered organisation

5. Briefly describe the aims of your organisation, the needs you seek to meet, and the people you work with.
6. What area do the activities of your organisation cover? Please advise whether Quatt only or other parts of Quatt Malvern Parish eg. Wootton or Hampton Loade.

7. Please specify how this Grant will benefit the Parish or any part of it, or some of its residents.
8. What is the total cost of this project? Please give a breakdown of costs. Please submit separate papers if necessary.
9. What is your total budget available to fund the project
- 10.. Have you applied to any other organisation to fund this Project?
If yes, please give details.

YOUR EXPERIENCE OF MANAGING GRANTS

- . Have you received grant funding from any organisation (including ourselves?) in the past - If yes, please give details.

SUBMITTING YOUR APPLICATION

You should sign that you agree with the following statement:

I am authorised to apply for this grant on behalf of the organisation named above, and to the best of my knowledge the information included on the form is correct

.....date

Please submit the following documents with your application.

- A copy of your constitution or document of rules if you have them
- The name and address of the Chair person of your organisation
- An up to date statement of your accounts.
- Quotes and / or Estimates received.