

Bekesbourne with Patrixbourne Parish Council

Grants Programme 2023-2024

Please add any additional information you want to give us on a separate sheet.

1. Your Organisation		
Name of organisation		
Contact name and position in organisation	NAME: POSITION:	
Contact details	ADDRESS: TEL: EMAIL:	
Registered charity / CIC	YES/NO:	Charity No:
Co. Ltd by Guarantee or CIC	YES/NO:	Company No:
Community Group, Club or Association	YES/NO:	Details:
Other	YES/NO:	Details:
Have you received a grant within the last 3 years from Bekesbourne with Patrixbourne Parish Council?		YES/NO:
If YES please provide information	Year	Amount

<p>Explain this grant would be used for, if awarded.</p>	
--	--

3. Financial Details	Item	£
<p>Please give the FULL cost of your project. Continue on a separate sheet if necessary</p>		
		Total cash cost
<p>How many volunteer hours are involved?</p>		
<p>Please list any other 'in kind' contributions and value in £.</p>		
<p>Please give details of other funding applied for but not yet secured</p>	Funding applied from	
		£
		£
	£	

Please give details of other funding already secured	Funding received from	
		£
		£
		£
Please give details of any cash contribution from your organisation		£
How much grant are you requesting from Bekesbourne with Patrixbourne Parish Council?		£

4. Checklist: Have you provided	Yes/No	If 'No', give the reason
A fully completed application form signed and dated		
A copy of your governing document e.g. constitution, set of rules etc. <i>If supplied within last 3 years please contact the R.F.O first</i>		.
A copy of your latest bank or building society statement		
A copy of your latest completed accounts and annual report if it exists		

Grant Conditions

- i. Only one application per year is to be made per organisation.*
- ii. The maximum grant amount you can apply for this financial year is £1,000 ***
- iii. The grant can only be used for the purpose stated in the application. Bekesbourne with Patrixbourne Parish Council reserves the right to reclaim any grant not being used for the specified project/activity.*
- iv. Should the organisation disband, or the project cease Bekesbourne with Patrixbourne Parish Council may ask for all or part of the grant to be paid back.*

- v. *Organisations are responsible for ensuring that they comply with all legal and statutory requirements.*
- vi. *To be eligible for a grant an organisation shall not discriminate on the grounds of racial origin, gender, disability, age (except for obvious reasons, such as becoming a member of a youth club), and political or religious persuasion.*
- vii. *Acknowledgment of the grant received from Bekesbourne with Patrixbourne Parish Council is required on documentation, on promotional literature, websites and on social media. Bekesbourne with Patrixbourne Parish Council logo will be supplied on request for this purpose.*
- viii. *Organisations must contact Bekesbourne with Patrixbourne Parish Council before disposing of any equipment or resources purchased or part purchased with an Bekesbourne with Patrixbourne Parish Council grant within 3 years of receiving a grant.*
- ix. *You are required to submit an end of grant report on what Bekesbourne with Patrixbourne Parish Council's grant has been used for by 31st March of 2024.*
- x. *Should any of these conditions not be met it could result in the award being withdrawn, the grant having to be repaid and future grant applications being refused.*
- xi. *** In exceptional circumstances, Bekesbourne with Patrixbourne Parish Council may consider additional applications, and a variation to sum awarded.*

5. Declaration.

I declare that the information given is correct

I have read and agree to adhere to the conditions of the Grant Programme.

Signed

Date

Payee for grant payment (Organisation's Name Only)	Name:
	BANK Details:

Completed forms must be returned to the Responsible Finance Officer by email:
clerk.bwp@outlook.com

Any enquiries or assistance required in completing this form should be made to the Responsible Finance Officer. Tel: 07830 312500 or e-mail:
clerk.bwp@outlook.com

The declaration at the end of the application form must be signed and dated, forms sent in electronically require either a scanned copy of the final page with signature or a final signed page to be submitted by post.

All applicants will be advised that their form is being processed within 10 working days of receipt.

For Bekesbourne with Patrixbourne Parish Council use only.	
Date application form received	
Form checked by	
Date application validated by R.F.O.	
Date of committee meetings when application will be considered	
Decision	
Date applicant notified of decision	