

Farnsfield Parish Council (Farnsfield Parish Council) Funding and Grants Policy

This policy and application form is for capital expenditure. If you are applying for a one off project or event, please complete the “Events, non-capital project and donations policy and application form”

How to apply for a grant

Check the following criteria to make sure your organisation is eligible for a grant:

- Applications may only be submitted from recognised “not for profit”* community groups within Farnsfield.
- Applications cannot be considered from individuals or places of worship.
- The Council will only consider applications for capital expenditure with a clear benefit to some or all of the community, such as the purchase of special equipment, or improvements to an organisation’s premises.
- Applications for capital expenditure must be open and accessible to the general public, and comply with the requirements of the Equality Act 2010.
- Applicants must have a constitution or set of rules and their own bank account.
- Applications cannot be considered for day-to-day running costs such as salaries or utility bills.
- Only one grant will be awarded to an organisation in any one year unless there are exceptional circumstances.

Make your application:

- Applications **must** be submitted on the **FPC Grant Form below**, or by using the online application. Any other format will not be accepted.
- The applicant/s must clearly state the purpose for which the grant is to be used. Successful applicants may use the grant only for the purpose stated on the application form.
- All applications must be accompanied with an up to date set of accounts, the organisation’s latest bank statement and the organisation’s current constitution or rules
- The Council may request the applicant/s to make a presentation to Council outlining the project proposed and the benefits to the community before the award of the grant.
- The Council would advise that permitted development or planning permissions are sought by the applicant(s) before applying.

c) How the applications are considered

- All application forms must be sent to the Clerk by email at clerk@farnsfield-pc.uk, submitted online, or by post to the official council address.
- The Clerk will acknowledge receipt of all applications in writing/email within 14 days of receipt.
- The Finance and Risk Committee or full Council will meet to decide on the success or failure of applications – this can be 8 to 10 weeks from application.
- If there are further questions or information required from the applicant, then the Clerk will contact the applicant directly.
- The Council will notify successful/unsuccessful applicants in writing/email within 14 days of decision.
- Successful applicants will be awarded a funding of an amount up to the total requested.

What happens next

- When the organisation has completed all or part of the work, it should submit the invoice(s) from the tradespeople to the Council. The Council will then make the grant to the organisation to pay the tradespeople. Where different tradespeople need to be paid at different times part payments



of the grant will be made to the organisation on production of the invoice(s) (as long as the part payments do not exceed the amount of the grant awarded).

- Funds must be requested from the Council by the presentation of invoices within 12 months of the date of the original grant. Unless there are exceptional circumstances any funds not requested within that period will be deemed to be no longer required and the grant award will be closed. The Council will not be held responsible for any increase in pricing after the grant is awarded.
- The contribution of the Council should be recognised in any publicity material.

*not for profit events do not include charitable events where the proceeds will go to a registered charity. No profit can be made from a FPC contribution unless it is to fund a community-based organisation/group that operates on a not-for-profit basis in the Parish.



FARNSFIELD
Parish Council

Grant Application Form

Section A: Organisations Details

Name of organisation:
Address of the organisation including postcode:
Are there any membership restrictions on use of your organisation's facilities? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please explain why:

Main Contact for the Project

Name:	Position in organisation:
Telephone number:	E-mail address:

Section B: Details of the Proposed Project

Please provide details of your project and its purpose. Please also indicate how you have gathered evidence of the need for this event or project, if and how this will increase the use of a community facility and, approximately, how many of those who will benefit are Farnfield parishioners



B1. Location and ownership of the facility/land

What is the geographical location of the proposed project? Is this in the conservation area?

Do you require planning permission or a lawful development certificate for the proposed project? Please indicate if this has been applied for.

Section C: Project costs, sources of funding and sustainability

What do you anticipate will be the total expenditure for the project?

With VAT included: £

Excluding VAT: £

Is your organisation able to recover VAT? Yes No

Please list the items that you plan to buy with the funds:

What is the amount of funding that is sought from the Council? If you are able to reclaim VAT please provide the amount excluding VAT, as the Council will only pay the amount that you can't reclaim.

£

Please explain why you have chosen a particular quote.

The Council will not be held responsible for any increase in pricing after the grant is awarded.

What do you expect the annual running costs to be? £

What do you expect the annual repair and maintenance costs to be? £

How do you propose meeting these costs in the longer term, as grant funding cannot be used for this?



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Your signature below indicates that you have read, understood, and agree with Farnsfield Parish Councils Funding Policy.

Signed:

Print name:

Organisation/group:

Position in organisation/group:

Date:

Confirmation of bank details

Organisation name on account:

Sort Code:

Account Number:

Name of Bank:

Please provide the following evidence with your application form. If you are unable to provide this evidence, the project will not be eligible for a Community Support Grant.

1. Written evidence of endorsement for the project from the membership of your organisation. This could be in the form of meeting minutes or an e-mail from the Chairman or Secretary.
2. Up to date set of accounts.
3. The organisation's latest bank statement.
4. The organisation's current constitution or rules.
5. Copies of all the written estimates obtained for the work, clearly indicating your preferred quote.