



FUNDING ASSISTANCE SCHEME

HOW TO APPLY FOR FUNDING ASSISTANCE

Who can apply:

The Parish Council looks at applications for funding assistance from voluntary groups and non-profit-making organisations. Applications should relate to annual running costs rather than a specific project.

Applications for funding assistance, which is intended to help groups with limited income, will need to satisfy the following conditions:

1. Provide a quality service.
2. Meet a specific need.
3. Demonstrate a clear financial need.
4. Be non-party political.
5. Not present any unreasonable membership restrictions.
6. Be based within the Parish of Harlington or benefit a reasonable number of Parish residents.
- ~~7.~~ Be properly constituted.
8. Submit invoices and completion statements within twelve months of receiving the funding assistance detailing how it has met the needs of the original application. Failure to show compliance will prejudice this and future applications to the Parish Council.
9. Submit a copy of the applicant's next annual financial statement to show that the funding assistance was spent for the purpose for which it was granted.

How to apply:

Submissions will only be considered upon receipt of a properly completed application form that has been signed and dated by a recognised officer of the voluntary group or organisation.

Applicants are asked to provide as much detail as is possible in their submission to the Parish Council.

Amount of Funding Assistance

The Parish Council will assess each application on its own merits and determine the funding assistance award.

How long will it take?

The Parish Council meets to consider applications in November each year.

**The closing date for applications is 12 noon on the Third Friday in October
Applications received after this date will be returned.**

Applications received after this date will be returned to the applicant asking if the application is to be withdrawn or held over to the following year.

Following the Parish Council's meetings in November of each year, successful applicants will be notified by the 31st January, with funds available from mid April.



FUNDING ASSISTANCE SCHEME

APPLICATION FORM

APPLICANT DETAILS / INFORMATION

1. Organisation:
2. Contact Name:
3. Contact Address:
4. Contact Telephone Number:
5. Contact E-Mail Address:
6. How many Members do you have:
 - a. Juniors:
 - b. Adults (18 years of age or over):
7. Are there any restrictions concerning eligibility for membership: Yes / No
If "yes" please give details:
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8. Please provide a copy of your organisation's constitution, and if registered as a Charity please provide the registration number
9. If your application relates to a property, please give details of who owns it:
 - a. Name:
 - b. Address:
 - c. Do they support this application: Yes / No

FUNDING ASSISTANCE INFORMATION

1. Please give a summary of the details for which the funding assistance is required.
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2. How much funding assistance is required from the Council £.....

3. Please provide any additional information relating to your organisation which you feel is appropriate and that would assist the Council in considering your application.

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FINANCIAL INFORMATION

1. a.) If your application is for funding assistance to support the start-up of your group or organisation please provide estimated income and expenditure statements for your first two years of operation;
or
b.) If your group or organisation is an on-going concern, please provide audited accounts for the immediate past two years and estimates for the current year. Full explanations are required to explain significant variations in income and expenditure between the years.
2. Advise the arrangements that have been made for the control and disposal of assets if the organisation ceases to exist.

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3. If your organisation is successful in obtaining funding assistance, payment will be made by the Council via the BACS system (bank transfer). Please provide the following information to enable a cheque to be issued:

- a. Bank Account Name:
- b. Bank Account Number
- c. Bank Sort Code

APPLICANT'S DECLARATION

I hereby declare that I am authorised to complete this application form on behalf of the Organisation and that, to the best of my knowledge and belief, the statements and particulars in this application form are true and complete. If funding assistance is awarded I, and the Organisation I represent accept the terms and conditions as detailed within this application form.

Signed:

Name:
(Please print in block capitals)

Capacity:
(The signatory should be a recognised officer of the Organisation)

Date: