



GRANT SCHEME

HOW TO APPLY FOR GRANT AID

Who can apply:

The Parish Council looks at applications for grants to voluntary groups and non-profit-making organisations. Applications should relate to a specific project rather than annual running costs. The Parish Council will only make awards towards running costs in exceptional circumstances.

Applications for grant aid 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 where appropriate.
8. Submit invoices and completion statements within twelve months of the completion of the project detailing how well the project has met the needs of the original application. The report should also show that the project complied with the details submitted in 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 grant aid was spent on the project for which aid was granted.
10. Grants will not normally be considered to an organisation that has received a grant from the Parish Council within the previous two years.

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 Grant Aid

The Parish Council will assess each application on its own merits and determine a grant award. The award will usually be up to 50% of the total cost of the project.

If the total project costs are reduced a proportionate refund of the grant will be expected by the Council. Should the project costs be greater than those estimated, the grant will not be increased unless there are exceptional circumstances.

Successful grant applications must be fulfilled within a 12-month period from the date of receipt of the grant or the Council will expect the money to be returned and a further submission will be required.

How long will it take?

The Parish Council will only meet 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.



GRANT 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:
.....
8. Please provide a copy of your organisations 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:
11. Do they support this application: Yes / No

PROJECT INFORMATION

1. Please give summary of the project for which Grant Aid is required. What are the overall aims and objectives of the project and how will it benefit your organisation.
.....
.....

2. Will the project benefit the village of Harlington and /or its residents: Yes / No

If "yes" please give details, including the approximate number of residents that would benefit.
.....
.....

3. Estimated Total Cost of project £..... including vat
4. How much do you want the Council to grant £.....
(You must insert an amount here, but remember that grants are normally limited to 50% of the Total Cost of the project)
5. Do other similar facilities exist nearby: Yes / No

If "yes" please give reasons why your organisation cannot use these facilities.

.....

6. Please list the equipment and / or services that are required with their approximate costs, using an additional sheet if necessary. Please submit a copy of the quotations / estimates you have obtained with your application and specify which one you have chosen:

Equipment / Service	Approximate Cost

7. Can you confirm that if any equipment is purchased it will comply with all the relevant safety standards and, where appropriate, it will be inspected on a regular basis.

.....

8. Do you require any type of permission (ie Building / Planning / Advertising etc.) : Yes / No

If "yes" please state current status of application.

.....

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

.....

FINANCIAL INFORMATION

1.
 - a.) If your application is for grant aid 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.

.....

3. How much is allocated to new projects £.....

4. From your own resources how much do you have already for this project £.....

5. Please list ALL other sources you have applied to, or intend to apply to, in connection with this project even if you have been unsuccessful.

Funding Source	Amount	Confirmed, Pending, Unsuccessful

6. Have you considered applying to any of the National Lottery funding sources: Yes / No

If "no", why not:

If "yes" what was the outcome:

7. Will your organisation be able to claim any VAT back for this project: Yes / No

Note: If "yes" your organisation will not be able to claim Grant Aid from the Council for any of the VAT elements of your project

8. If your organisation is successful in obtaining a grant, 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 grant aid 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: