



Bishop Middleham Parish Council

GRANT POLICY - SECTION 137

The following is a statement of the Parish Council's Policy for the awarding of grants to local groups, clubs and societies.

Principle:

The Parish Council will consider funding grants to support activities that directly benefit our Parish community. The Council draws funds from Parish Tax income (Precept) and an aggregate levy that we receive from Thompson Quarries. Our grants policy helps ensure consistency, fairness and transparency of the Council's handling of applications.

1. Applicants are asked to submit their applications on the Parish Council application form, which can be obtained from the Parish Clerk by emailing parishclerk@bishopmiddleham-pc.gov.uk or telephoning 07512314606 or on our website www.bishopmiddleham-pc.gov.uk
2. Grant Awards can be made throughout the year.
3. The Parish Council will consider applications from groups and organisations which are operating within the Parish and playing a key role in the community. The application should clearly detail the outcomes that are hoped to be achieved and how this will benefit the Parish.
4. The Council will not consider applications from individuals.
5. Only in exceptional circumstances will more than one grant be made to any group or organisation during the same financial year.
6. A copy of the group constitution / rules, details of membership / subscription fees charged and the most recent set of bank statements and financial accounts, detailing any cash reserves, must be sent in with the grant application form. The application cannot be considered without this information.
7. New groups that do not have all the information set out in point 6 can still apply, but must explain how they expect to fund their group, event or project, and detail any other financial arrangements they plan to make over the medium to long term (where appropriate).

8. Every applicant should also show any other sources of funding applied for/obtained. Applicants are encouraged and expected to explore match funding from other sources. (The Clerk can advise on other potential funding routes)
9. The Council decision is final and awards are dependent on funds being available.
10. The Council reserve the right to withdraw the grant offer if the grant is not used within 12 months of approval.
11. All receipts & supporting evidence should be submitted for audit purposes at the end of the project.
12. A grants register is kept by the Council and is available for inspection on request.

CHECKLIST

Have you enclosed:

- ✓ Your completed application form?
- ✓ A copy of your group constitution / rules and details of membership & subscription charges?
- ✓ Your most recent bank statement and set of financial accounts including details of any cash reserves held?

The application cannot be considered without all of this information

Please note you may be invited to attend a Parish Council meeting to discuss your application if it is felt more detail is needed.

You may also wish to attend to present your application in person which can be arranged via the Clerk at least 1 week before the meeting.

Please send your completed application to:

Mrs Anne Hall
Parish Clerk & Responsible Financial Officer
Bishop Middleham Parish Council
c/o Hutton House
Durham Road
Chilton
County Durham
DL17 0HE

If you have any questions, please feel free to contact the Parish Clerk on:

Telephone: 07512 314606 or
Email parishclerk@bishopmiddleham-pc.gov.uk

Thank you for your application.



Grant Application Form

If completing this form in "Word" the boxes will expand as you type.

If completing hand written please feel free to continue any boxes where you run out of space on the continuation pages at the end of the form.

Should you have any questions regarding the form please speak to the Clerk.

Group / Project / Event Details	
Name of your group / project / event:	
About your group: <ul style="list-style-type: none"> • Where are you based? • What do you do? • How many participants in your group? • How many members live in Bishop Middleham and Mainsforth? • Where do the rest of your members live? • How long have you been running? • What age range do you cater for? • What are your membership subscription / fees etc? If an event or project: <ul style="list-style-type: none"> • Who is involved • What are the timescales for your project and / or the date(s) of the event(s) • Where will the event(s) take place 	
Contact name	
Contact phone number	
Contact email address	

Rationale and details of the grant request	
<p>What will this grant be used for?</p> <p>e.g. 23 local residents will participate in a series of structured activities that will offer an opportunity to overcome social isolation</p> <p>e.g. We will do a leaflet drop in children's book bags to advertise an open day to promote our group and recruit new members</p>	<p>Please share as much information as you can:</p>
<p>How will this benefit the residents of Bishop Middleham / Mainsforth?</p> <p>e.g. the members will benefit by experiencing feelings of raised self-esteem through participation in a community event.</p> <p>The refurbishment will result in the improvement the play area</p>	
<p>Breakdown of costs:</p> <p>Please be specific - how many adults / children, entry costs, transport, room hire, equipment etc</p> <p>i.e. Entry for 12 adults and 20 children to an educational centre / Room hire for 2 hours per week for 12 weeks from April @ £5 per hour</p>	<p>Itemise your costs:</p>
	<p>Total Grant Request:</p>

Constitution / Governing document / Set of rules	
I have enclosed a copy of the group's signed governing document	YES

Finances for an existing group	
I have enclosed a copy of the group's most recent bank statements	YES
I have enclosed a copy of the group's accounts for the last financial year	YES

Finances for a new group	
<p>Please tell us how you plan to fund your group for the coming year</p> <p>e.g. We will be charging £2 per session and are running fund raising events during the year which we forecast will raise over £200</p>	
<p>Please tell us how you know there is a need for your project. Tell us about the evidence you have gathered</p> <p>e.g. A number of parents from the school discussed and agreed this would be a good idea. We advertised via the school and received interest from 15 parents. We have had a meeting to agree how the club will run and more than 20 people have now committed to join and take part.</p>	

Match funding	
<p>Please tell us about other funds you have applied for:</p> <p>Which funding body did you apply to?</p> <p>For what costs?</p> <p>When did you apply?</p> <p>Was your application successful? YES / NO</p> <p>If not, why not?</p> <p>Is your grant still current? YES / NO</p>	

Supporting statement	
Please tell us anything else that you think we should know that will support your application?	

Grant Payment	
<p>If approved, the Grant cheque will be made out to the name on the bank account statements you provide.</p> <p>If the payment details should be different please detail and explain why. (ie for new groups)</p>	

Name & position of applicant	Signature of applicant	Date

Missing information may hinder or slow down your application

Continuation page

Please continue any information you could not fit on the form here, clearly marking which answer it is a continuation of

Continuation