

DENBY DALE PARISH COUNCIL

SMALL GRANT APPLICATION FORM 2010-2011

Please read the attached guidelines before completing this form. Please use black ink and block capitals. You may continue on a blank sheet if necessary, but please put the name of your organisation on any additional sheets.

A. Your organisation
 Please give us the following information about your organisation:

Name of Organisation:

Address:.....

Post Code:

Description of your organisation's activities. Please list your aims and objectives.

How long has your organisation been in existence?

B. Contact Details

Name of contract:

Position:

Address for correspondence (if different from above):

Post Code:

Tel:.....(daytime)(mobile)

Email:

C. Your Application

a) Brief description of project or scheme for which grant is intended

b) Who will benefit from the proposed project or scheme?

c) Total cost of project or scheme: £..... d) How much are you applying for? £.....

Please give an itemised breakdown of the expenditure for which this money which is being applied for. This must include evidence (i.e. suppliers' estimates or price lists) of the likely cost of all items of expenditure, e.g. goods or labour costs.

ITEM	COST £
TOTAL	

d) Have you made any grant application to any other body for grant aid for this project? Yes/No. If yes please give details:

Name of organisation applied to	Amount applied for	Date of Application	Amount Received

If you have received any other sources of funding, not specified above, please give details:

.....

D. Previous Applications

Has your organisation previously applied for a grant from this Parish Council? If YES, please give details of the project and the date and amount of any grant received.

.....

E. Additional Information

Are there any other comments you wish to make to support this application? Please give this information below, or attach a separate sheet:

.....

F. Your Financial Situation

All applications must be accompanied by the following financial information: **If you do not supply this information your application will not be considered.**

- A copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position
- Photocopy of bank statements covering the past year
- A statement of your capital assets, if any

Signed:.....

Date:

Please return to Hazel Chowcat, Parish Clerk, Denby Dale Parish Council, Council Offices, Commercial Road, Skelmanthorpe, Huddersfield HD8 9DA by 22 October 2010. Late entries will not be accepted. All applications will be considered by the Council's finance committee at its meeting on 16 November 2010. You will be notified whether or not your application has been successful during the first week in December.

If you have any queries, please contact the Parish Clerk on 01484 222963 or email denbydaleparishcouncil@kirklees.gov.uk. The office is open Mondays and Tuesdays from 9am to 3.30am.

<p>FOR OFFICE USE ONLY Date received:..... Grant awarded:..... Amount:.....</p>

DENBY DALE PARISH COUNCIL

Small Grant Applications

Denby Dale Parish Council has a small budget for the award of grants (currently £5,000). The Council can only award grants using certain legal powers. Where there is no statutory power specific to the activity for which the grant is sought, such as grants to a sports club or for a band, the Council may use section 137 of the Local Government Act 1972 to give grants to community organisations. This power may only however be used if its use will benefit **some or all of its residents or some or all of the area and where the benefit obtained is commensurate with the expenditure incurred.** .

The critical words are **some or all** - in both cases. This means that grants to individuals are not feasible, and grants where the activity would not obviously benefit the Denby Dale parish area are equally problematic - however worthy the Councillors may feel the project to be.

Grants are considered annually at the Parish Council's Finance & General Purposes Committee meeting in November. Grants must meet the Council's grant criteria which are set out below and applications must be made on the Parish Council's application form. Application forms will be available from the beginning of May and will be posted on request or copies can be downloaded from the Parish Council's website. All applications must be accompanied by appropriate accounts or supporting financial information. Forms and the supporting information must be returned to the Clerk of the Council by the third Friday in October.

Terms and conditions

1. The amount of the award will be at the discretion of the Parish Council but will not exceed £500.
2. All applications will be considered on their merits, but in general grants will be awarded for capital projects, such as the purchase of equipment, works to buildings, improvements to premises. In addition the Council may support a community event, festival or other special event. The Council does not normally give grants towards running costs, salaries or consumables, unless there are exceptional circumstances.
3. Grants will be awarded to voluntary groups and societies, clubs, not-for-profit organisations, charities operating in the Denby Dale area where the benefit will be for the this area alone.
4. Grants **will not be awarded** to individuals or to regional or national charities unless it is for a specific project in the Denby Dale area where there will be obvious benefit to the Council's area.
5. The purpose for which the grant is made must be in the interest of the Denby Dale area or any part of it or all or some of the inhabitants of the Denby Dale area which is defined by the boundaries of the Parish Council. The benefit to the area or inhabitants must be commensurate with the expenditure.
6. Groups from outside the Parish who can demonstrate direct benefit to the area are eligible to apply.
7. The Parish Council will take into account any previous grant made to an organisation or group when considering a new application

8. No grant will be awarded to or for any commercial venture for private gain.
9. Retrospective applications will not be funded where the expenditure had been made, the project has been carried out or the event has taken place.
10. All grants will be conditional upon submission of audited accounts and supporting documentation detailing costs of capital expenditure, project or events for which the funding is being sought.
11. All grant recipients are required to provide the Parish Council with a brief report, including photographs, of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved. This must be submitted within two months of the purchase of the capital equipment or completion of the project.
12. If the grant is put to purposes other than those for which it was awarded without the prior approval of the Parish Council, the recipient organisation or group will be required to repay the grant to the Parish Council.
13. The organisation or group should supply such information as the Parish Council may request regarding the impact of the project on the Parish Council's area.
14. Recognition of the grant from Denby Dale Parish Council must be made in any publicity.

How will the application be assessed?

1. How well the grant will meet the needs of the community, providing positive benefit to the inhabitants.
2. How effectively the group will use the grant
3. Whether the costs are appropriate and realistic
4. What level of contributions has been, or will be, raised locally
5. Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source.
6. How the organisation or group is managed, as indicated by the constitution.

Approved by the Finance & General Purposes Committee
16 March 2010