



Kelvedon Parish Council

Grant Application Form

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Kelvedon Parish Council has the power to award grants. When awarding a grant, the Parish Council shall be of the opinion that it is in the interests of and will bring direct benefit to their area or any part of it or all or some of its inhabitants.

Grants must be formally applied for using the Kelvedon Parish Council Grant Application Form together with all supporting documentation as requested in that form. The Parish Council may request additional information at its discretion.

Applications will be considered and a decision reached within three months of receipt, unless otherwise notified upon receipt of the application form, or, in the case of exceptional urgency, in a shorter timescale, by Parish Council agreement.

Grants are intended for capital projects but the council may consider supporting events or funding of running costs in exceptional circumstances.

Grant applications will be assessed on the following criteria, which are in no priority order -

- The benefit to all or part of the area of Kelvedon.
- The benefit to all or some of the residents of Kelvedon.
- The proportion of the residents that benefit from the grant.
- The assessment of the viability and robustness of the application.
- The availability of Parish Council funds for grants.
- If applicant has received a grant in the last five years, evidence will need to be provided that they delivered the benefits stated in the application for the previous grant.

The Parish Council will consider applications fairly on the above basis and provide a brief explanation of reasons for either awards or rejections however the Parish Council will refuse applications from applicants who undertake any threatening, discriminatory or disrespectful behaviour towards any Parish Councillor or member of staff and also reserve the right to demand repayment of the total grant if any such behaviour occurs after payment.

The Parish Council reserves the right to reject an application or to award a reduced amount to that which has been applied for.

The Parish Council expects successful applicants to provide proof that the grant monies have been spent as intended and may ask for additional evidence that the intended benefits stated on the application form, have been delivered.

Grants will not be considered if the applicant has any money overdue to the Parish Council.

Awards will not be made to:-

- Commercial enterprises set up to generate profit.
- Those supporting party political issues or supporting or opposing a political party.
- Health, education or welfare organisation whose services should be provided by statutory funding.
- Individuals.

The Parish Council reserves the right to request copies of the organisation's audited accounts or in the case of a charity, their annual return. If they wish, grant applicants can address the meeting at which their grant is considered. For further details, please contact the Parish Council Clerk.



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If successful in obtaining a grant the cheque must be paid into the organisation's bank account and may not be payable to any individual.

Conditions

1. The amount of the award will be at the discretion of Kelvedon Parish Council and shall be applicable only to the financial year it is awarded in. It shall not confer any guarantee of payments in future financial years unless explicitly stated in the terms of the grant award letter.
2. All applications will be considered on their merits, but in general, grants will be awarded for capital projects only, such as the purchase of equipment, works to buildings, improvements to premises, etc. In addition, the Council may support a community event, festival or other special event at its discretion. Grants towards running costs, salaries or consumables, may be considered only in exceptional circumstances, possibly on a matched funding basis
3. Applications will not be considered from individuals.
4. Applications will not be considered from organisations intending to support or oppose any particular political party, or to discriminate on the grounds of race or religion.
5. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
6. Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
7. Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated, irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated.
8. The organisation must have clearly stated aims and objectives.
9. The aims of organisation should be to provide, or propose to provide an asset, activity or service that is demonstrably of benefit to some or all of the residents of Kelvedon.
10. The organisation must provide a written constitution that has been formally adopted by the membership, or in the event of a less formal organisation a similar written document.
11. Within six months of the monies being used, applicants who are awarded grants will be required to provide Kelvedon Parish Council with evidence that the grant monies have been spent for the purposes awarded. For grants above £200 applicants will also be required to provide evidence that the benefits stated in the application have been delivered to the residents of Kelvedon.
12. Kelvedon Parish Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form or if in the opinion of the Council the benefits stated in the application have not been materially delivered. Kelvedon Parish Council's decision on this matter shall be final.



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13. Grants will not be awarded on a retrospective basis but only for future funding requirements.
14. The Parish Council may provide advice to applicants on completing their application for a grant, however the applicant accepts that neither the Parish Council, Councillors, its Employees nor Agents accept any liability, directly or indirectly for such advice. The applicant also accepts such advice shall not in any way imply as to the likely success of their application.
15. All grants awarded are inclusive of any taxes payable by the applicant in its delivery of the purposes for which the grant was awarded. The grant awarded shall be the total amount payable and Kelvedon Parish Council shall not be liable for additional payments incurred by the applicant, statutory or otherwise. Organisations who receive a grant are required to acknowledge the contribution from Kelvedon Parish Council on publicity and printed material.



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GRANT APPLICATION FORM

I confirm that I have read and understood the Privacy Notice	YES / NO
Date by which monies would be required:	
1. Information about your organisation	
a: Your organisations name and address. This should be as provided in your constitution or set of rules.	
b. Main contact name and phone number. This must be somebody who we can contact to talk about the application.	
c. Contact's Position. For example, Treasurer or Secretary	
d. Address for correspondence if different from above.	
e. Please confirm the type of organisation (i.e. Charity, unincorporated association etc.) If your organisation is a registered charity, please give a registration number.	
f. What are the main activities of your organisation?	



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2. General information

a: Please give the reason as to why your organisation has applied for money from the Parish Council and details of how the money will be used. If it is for a specific project please provide an intended timetable and outcome for the project.

b: Please explain how the provision of money to your organisation will be of benefit to the community of the Parish of Kelvedon?

3: Finance and Other Funding

a: Please indicate what your organisation has done to obtain funding from other sources. (Include letters of completed applications from other bodies, sponsorship from local businesses etc.)

b: Please indicate what fund raising events your organisation has carried out or plans to carry out to raise funds for this project.



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c: Tell us how much money you need for your project and give a breakdown of what the money is for. Where possible please attach at least two estimates for work or equipment.

Item or Activity	Cost (£)
Total Cost (£)	

d: How much are you requesting from the Parish Council?

£

Please include with this application:

1. Any supporting evidence for the need of the project
2. Evidence of secured funding or applications for other funding
3. Estimates for work/equipment were appropriate

Declaration

I confirm that I am authorised to sign this declaration and that I have read and understood the Grant Policy and Privacy Notice. The information in this form is correct to the best of my knowledge and any changes will be notified to the Parish Council. If this application is successful, the grant will only be used for the purposes specified in this application.

Signed:

Date:

Position:

Return completed forms to the Parish Council Clerk,
info@kelvedon.org.uk or The Old Bank, 63 High Street, Kelvedon, CO5 9AE