



BIRSTALL PARISH COUNCIL

GRANT AID POLICY GUIDANCE & APPLICATION FORM

The Parish Council's Grant Aid Policy Guidance and Application form was adopted at a Council meeting held on: 14 September 2020.

Each Year Birstall Parish Council makes a limited sum available to help support local community and voluntary groups serving the needs of Birstall residents. The Parish Council wishes to see such organisations flourish and develop in the village and the Council's Grant Aid funding is intended to help achieve this objective.

The attached notes will help you establish whether your organisation is eligible to be considered for Grant Aid, and if so, how to apply. They also explain the additional information you need to provide with your application and how any financial assistance given will be paid.

Eligibility:

Grants will not be made:

- To organisations situated outside the area administered by Birstall Parish Council.
- To organisations established for political purposes
- Where the aims and objectives of the organisation are inconsistent with the values of the Council
- Where the aims and objectives of the application relates to another local authorities responsibility
- To private/commercial sector organisations
- For retrospective funding for projects which have already taken place
- For projects which are exclusively religious activity
- To Schools/Colleges/Universities
- For funding towards running core costs (rent, utilities, salaries, etc)
- For any form of gambling
- For room/hire charges of the Councils own facilities

Considerations:

- Requests for grant aid will only be considered from small, local non-charitable organisations serving the needs of Birstall Residents.
- Grants can only be paid for a single year and a second application is not allowed for the same project/purpose.

Additional Considerations:

In deciding upon individual requests, consideration will be given to:

- The beneficial impact on Birstall residents
- The overall financial circumstances of the group applying for funds
- The efforts being made by the group to fund its own activities
- The extent of previous Council support for the group

Application Process

Applications will initially be considered at the monthly meetings of the Parish Council. To ensure that fair and proper consideration may be given to all requests, the Council requires the following to be submitted:

- A completed application form. Two applicants of the organisation must complete, sign and date the form.
- The most recent income and expenditure account (or a financial projection for the current financial year if a new organisation)
- Constitution or rules of the organisation
- Any additional information the organisation considers will support their application

Applicants are asked to note that all recipients of grant aid must confirm in writing that the grant has been used for the purpose for which it was granted and must, within twelve months of receiving the Grant Aid state in writing the use to which the money has been put and provide receipts and invoices where appropriate.

Birstall Parish Council

Application for Grant Aid

Completed applications and supporting information should be returned to:
The Clerk, Birstall Parish Council, Council Offices, Birstall Road, Birstall, Leicester. LE4 4DH.
Tel: 0116 267 6191 or email admin@birstallpc.org.uk

Name of Organisation.....

Aims and Purpose of the Organisation
.....
.....

Names of Applicant (1) (2).....

Address.....

Tel No:.....

Email.....

Position held in
organisation.....

What project or activity would the money be used for and how would it benefit the residents of Birstall?
.....
.....

How much money are you requesting from the Parish Council towards the project or activity? £

Total membership of organisation Number that live in Birstall
(75% of membership must be Birstall residents)

Applications will only be accepted from voluntary & non-profit making organisations. Please indicate below if your organisation is: **(a)** non-profit making? Yes No or **(b)** a voluntary organisation? Yes No

Has your organisation received any other funding for this project or activity? Yes No

If Yes, please provide further details and the result of any other applications if known:
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If your grant application is successful, please specify in the box below the name of the person to whom the cheque should be made payable and their role/job title within the organisation:

<u>Print Name:</u>	<u>Role/Job Title:</u>
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Signed (Applicant 1):..... Date.....

Signed (Applicant 2):..... Date.....