



River Parish Council Events Committee

COMMUNITY GRANT APPLICATION FORM 2019

Information for Applicants

Some General Points

- We suggest that you read the whole application pack before you start filling in the form.
- Please feel free to add extra sheets, labelled with your group's name. However, please do not send us any information or documents that we have not requested as we cannot consider them.
- **The submission of an application form does not mean that your organisation/group will necessarily receive a grant.**

Guidelines

- The River Parish Council Events Committee makes grants up to £500 per project. You should not regard the maximum amount as a target figure. In practice, most allocations from the fund will be for smaller amounts. There is no minimum amount but we would prefer not to receive requests for less than £50
- Any funding awarded is a one-off payment.
- We welcome applications from all community organisations and groups. You must, however, be properly organised and will need to have a bank or building society in the name of your group.

Funding priorities and what we will and will not fund

- Your project must be for something that will bring benefit to the local community. We are keen to encourage applicants from voluntary and community groups that have not previously applied.
- We will not fund general running costs.

Examples of what can be funded

- Equipment, repairs or improvements to buildings or an event.

Cost

Your application must show that you have made a realistic assessment of the cost of your project. We will expect you to obtain, and send in with your application, proper estimates or quotes. Clear images taken with a camera phone and sent as attachments are acceptable.

Please also note:

- We will not fund projects that have already been completed or reimburse costs you have already incurred before making your application.
- We will not take any responsibility for any spending you may incur in preparing or submitting your grant application.
- We will not pay supplementary funding if your costs increase after you submit your application, or if you later find that you did not assess them properly.
- All costs must include VAT where applicable and you should show your VAT figures separately.
- After you have incurred the capital cost of your project, you must be able to meet all subsequent running costs from sources available to you.

When we receive your application we will

- send you an acknowledgement email.
- review your application to see if it meets the criteria
- contact you for further information, if required, and discuss the project with you
- advise you what happens next and when to expect a decision

How we assess your application

- the events committee makes grant applications once a year in March
- the closing date for applications during 2019 is Thursday 28th February 2019
- the Events Committee will review all the applications received and submit recommendations for approval by the full Parish Council (by or on the second Tuesday in March)
- formal offer emails will be sent to the successful and approved applicants by the end of March 2019

Payment of grants

- if we have awarded you a grant, we will only pay this after you have received, signed and returned a copy of the formal offer letter we will send you
- by returning this, you will show that you accept the terms and conditions of the grant
- the grant will be paid by cheque

Legal requirements

If we award your project a grant, you must make sure that you and all of your agents follow relevant Health & Safety legislation when you/they carry out the work. You must, of course, take into account national legislation on equal opportunities, data protection, disability access, safeguarding children and vulnerable adults etc. If your project involves land or buildings, you must own or have secure tenure of any land or property involved in your project. You must have the proper authority to carry out the project. If your project requires planning permission, you will be entirely responsible for obtaining this.

Submitting your application

The application form is designed to be filled in using Adobe Acrobat Reader. Then save the form and email it back to the Parish Council at office@riverparishcouncil.org.uk

Copies of quotes can be sent as attachments. Clear images taken with a camera phone are acceptable. You may send additional documents to support your application. Please list all the attachments on the application form.

You may print the form and send all documents in hard copy by post if you wish. The address for applications by post is:

River Parish Council, 14 Paul's Place, Dover, CT16 2LD

Good luck with your application



River Parish Council
Community Grant Application Form 2019

Name of Organisation

Name of lead person

Telephone Number

Email Address

Correspondence Address

Please describe, in no more than 100 words, the main objectives of your organisation.

Give the title of your project and explain briefly what you are seeking funding for.

What is the total cost of your project? £

How much funding are you requesting from us and what is it for?

Describe what other funds you have raised or have applied for so far for this project.

What is the timetable for your project? When will it start? How long will it last?

In no more than 200 words, please give a description of your project. Please remember to say why you are applying for a grant and who will benefit from your project.

- Will your project make the community a better place? How will it do so?
- Will your project improve the local neighbourhood? How will it do so?
- Will your project improve health, care and well-being? How will it do so?
- Will your project help run your activities better? How will it do so? (please use this section to describe your project and not your group)

Please provide a summary of your most recent accounts.

Account Year Ending (DD/MM/YY)

Total Income for the Year (A) £

Total Expenditure for the Year (B) £

Surplus or Deficit at Year End (A-B) £

Total savings or reserves at the year end £

Please list the attachments (quotes or documents etc.) sent with the application.

Conditions of Grant

- All grants must be used within 12 months.
- All grant requests must be fully supportive and beneficial to the community.
- Copies of estimates must be supplied where applicable to substantiate the amount being awarded.
- You must consent to joint publicity if requested by the River Parish Council Events Committee.
- Please check that all sections of the form have been completed, then read and sign below (insert your name if submitting this application electronically).

I confirm that the information on this application form is correct. If a grant is awarded from the River Parish Council Events Committee it will only be used for the purpose given. I understand that after payment of the grant, I may be expected to provide information on the progress of the project and proof of expenditure.

Name of applicant

Position in organisation

Date