



# Astley Village Parish Council

## GRANT POLICY & APPLICATION FORM

1. The Parish Council Grant Scheme is primarily designed to assist voluntary, village community-based projects and groups. Any applications made by and for an individual will not exceed a ceiling amount of £50, group applications will be considered up to £250.
2. All grant applications are to be made in writing using the attached form to the Council via the Clerk and should include all the necessary documents mentioned below.
3. The Council requires to see grant applications for a specific purpose, project or piece of equipment, the details of which should be highlighted, described or copied in with your application letter.
4. The Council needs to know exactly how much is being sought as a grant, or the cost of the project or item of equipment you wish to buy with the grant. The Council will give preference to projects which can evidence match funding. This information is to enable the Council to consider more accurately how much it is able to award in relation to its budget.
5. Each application for an organisation should be accompanied with a copy of the most recent audited accounts, up to date balance sheet and its constitution (if it has one), details or examples of the project and evidence of match funding - these need to be submitted at the time of application.
6. The Council requests that a receipt for any grant received be returned as soon as the cheque is received, this for the Council's accounting purposes.
7. The Council requests if the organisation receiving a grant can either:
  - arrange for a photo to be taken, with the Chair of the Council or a Councillor,
  - or forward a photo of the group with the new piece of equipment or carrying out the project for which the grant was awarded for.Photographs are for publication in the Newsletter and on the Council's website.
8. Successful applicants will be required to report back to the Parish Council on how the grant has been spent and what difference it has made.
9. Notes:
  - Applying does not mean you will definitely or automatically receive a grant, or you will receive the full amount of the sum you requested.
  - An organisation is not discouraged from applying each year but, if one year there are a number of applications received, or received from organisations which have never or rarely receive a grant and look to be in need of assistance, your application may be turned down.
  - Please be minded that there are quite a number of voluntary and community groups running within the village.
  - The Council does not have a never ending or very large grant budget, so the amounts awarded relatively small. It does replenish its budget annually so there is always another chance to apply.



# Astley Village Parish Council

## APPLICATION FORM FOR A PARISH COUNCIL GRANT

This form should be completed and sent with a copy of your last audited accounts or financial statement to the Clerk, details below.

Name of Applicant Organisation

a) Year of formation

b) Objectives \*

c) Current Membership

Person Responsible

Address

Contact Tel. No

Describe the purpose for which Grant is being sought and how it will benefit Astley Village\*

Total anticipated cost of project and how this will be achieved \*

Amount of Grant requested and when will this be required

If you have applied to any other source for financial help, please give details \*

I hereby certify that to the best of my knowledge and belief that the above information is correct.

Date ..... Signed.....

*\*Use separate sheets if necessary*

### **Applications should be made in writing to:**

Craig Ainsworth, Parish Clerk & Responsible Financial Officer

Astley Village Parish Council

5 Clarendon Gardens, Bromley Cross. BL7 9GW

Email: [clerk@avpc.org.uk](mailto:clerk@avpc.org.uk)

Website: [www.avpc.org.uk](http://www.avpc.org.uk)