**WILMCOTE PARISH COUNCIL**

**GRANT FUND**

Wilmcote Parish Council will consider applications for grants from voluntary groups, community organisations, charitable and other organisations carrying out community activities.

Grants are awarded **once a year** to fit with the council’s budgeting timetable. **The deadline for applications may, very occasionally, vary but is generally submission of applications by 31st January (5pm)** with decisions to be made by Cllrs for the March meeting and applicants informed of the outcome of their application thereafter.

Please note that in determining the validity of an application Wilmcote Parish Council will refer to the following guidelines:

**Applications will be considered for the following purposes: -**

1. For the purpose of purchasing equipment either in part or in full.

2. For the funding of transport that will enable group members to partake in a group trip or outing (regardless of their incomes).

3. For training activities, or to purchase the expertise of an outside trainer/ instructor/ facilitator.

4. For activities that raise the profile of the Parish.

5. For running costs of a viable group that is experiencing a period of hardship.

6. For hosting special events or celebrations.

7. For the provision of recreational facilities.

8. Small start-up grants for new groups.

**Conditions: -**

1. To qualify for an award the applicant must be able to demonstrate that any funding from Wilmcote Parish Council will benefit the Parish or residents of the Parish.

2. Grants will not be awarded to individuals

3. Grants will not be awarded for similar items on a regular basis.

4. Additional applications within a 12-month period will not normally be considered.

5. The award must be used for the purpose for which the application was made.

6. If the group is unable to use the award for the stated purpose, all monies must be returned to Wilmcote Parish Council.

7. All awards must be properly accounted for and evidence of expenditure should be supplied, when the project has concluded (normally within 12 months of the date of the Grant). Please note that if Wilmcote Parish Council is not satisfied with the expenditure and its arrangements, they reserve the right to request a refund of the monies awarded.

8. Donations to Registered Charities in response to a general fundraising appeal will be subject to funding availability and at the discretion of the Council.

**Eligibility: -**

1. Any Charity, Voluntary Group or Community Organisation.

2. Agencies that operate within Wilmcote Parish Council boundary and are of benefit to the local community with the following proviso:

 - Wilmcote Parish Council will not fund activities that it considers to be the responsibility of a Statutory Authority.

3. Groups operating outside Wilmcote Parish Council boundary may be eligible to apply provided they can demonstrate that the project will benefit the residents of Wilmcote Parish Council.

**WILMCOTE PARISH GRANT FUND**

 **SUMMARY OF THE INFORMATION TO BE INCLUDED IN THE APPLICATION FORM**

**General Information**

* A valid email address to be used for all future correspondence
* Name of the organisation applying
* Description of the organisation
* Charity number (if you have one)
* Contact details - name, position in organisation, address, contact number and email address
* Email a copy of your constitution or governing document to Liz Butterworth at lizbutterworth1@btinternet.com using the name of your group as the subject.

**About the Project**

* Project name
* Project description
* What are you hoping to achieve as a result of the project
* Timescale of project (project start date and completion date)
* Is the completion date critical and why
* Total cost of project
* Amount of money requested from this WPC grant fund
* Budget breakdown (individual costs of items and timing of expenditure)

**Project Details (please note the following questions will be scored against the criteria below)**

* How will your project help people to help themselves, and build the skills and abilities your community needs to adapt and thrive in the future? (i.e. provide training; offer volunteering opportunities; build on the existing skills within your community; make better use of community facilities; etc. - please note this is not an exhaustive list).
* How will your project improve the health and wellbeing of the local community? (Some examples of this include: increasing awareness of mental health and general wellbeing; improving social interactions; improving access to services; reducing loneliness and social isolation; creating new activities and opportunities; etc. - please note this is not an exhaustive list).
* How do you know there is a need for this project? What evidence do you have?
* Who has been involved in shaping or developing this project? How have you engaged with the wider community?
* How have you worked in partnership with other organisations or groups?
* Please describe how your project will provide a direct benefit to the local community.
* How will your project provide a lasting benefit to the local community? Please elaborate on the long term impact of your project and how it will be sustainable.
* Please explain how volunteers will be recruited, involved, managed and retained in the delivery of your project.
* Will your project continue after the Grant Fund has been spent?
* What is the total cost of your project, including the amount requested from this Fund?
* Details of all other funding (either pending or secured)

**Scoring Criteria**

All applications will be scored out of a total of 27 points against the following criteria, based on the information you provide in your application form. Projects will gain marks by clearly demonstrating they meet the criteria as detailed.

|  |  |
| --- | --- |
| **Criteria** | **Maximum points** |
| Project clearly demonstrates how it builds community capacity | 3 |
| Project clearly demonstrates how it improves health and wellbeing | 3 |
| Evidence that the project meets one or more of the priority categories for the Councillors’ Grant Fund. Improve community assets and their sustainability; Improve access to services; Improve financial capability; and/or, Reduce loneliness and isolation.  | 3 |
| Evidence of need for the project from within the local community, and evidence that the community has been involved in shaping the project. | 3 |
| Evidence that volunteers will be directly involved in the delivery of the project, and explanation of how volunteers will be recruited, managed and retained. | 3 |
| Evidence that the project will provide a lasting benefit to the local community and evidence that the project can be continued after the Councillors’ Grant Fund has been used. | 3 |
| Projects that can demonstrate they are working effectively with other organisations. | 3 |
| Evidence of match funding (none / pending / secured). (Please note: this can include volunteer time costed at £7.25/hr.) | 3 |
| Evidence that the project will provide a direct benefit to the local community within the division in which the funding has been applied for. | 3 |

The maximum score for applications is 27 points. Applications will be ranked according to their score. The total amount of the grant fund will be apportioned based on the ranking.

Application forms, further information and assistance can be obtained by contacting the Parish Clerk

 **Liz Butterworth tel: 01789 268998 email: lizbutterworth@btinternet.com**

**WILMCOTE PARISH COUNCIL**

**GRANT FUND APPLICATION FORM**

**When completing this application please ensure you include the information requested in the previous pages.**

**If you have any questions or need further assistance, please contact the Parish Clerk**

**Liz Butterworth tel: 01789 268998 email:** **lizbutterworth@btinternet.com**

**1. DESCRIPTION OF ORGANISATION**

**Your group**

a. The name of your group

……………………………………………………………………………………………………….

b. Approximately how long has your group been operating?

…………………………………….…………………………………………………………………

c. Please give a brief description of your group’s activities

……………………………………………………………………………………………………….

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……………………………………………………………………………………………………….

……………………………………………………………………………………………………….

d. Website address (if you have one)

………………………………………….. …………………………………………………………

e. The address of the premises where you meet

………………………………………………………………………………………………………

………………………………………………………………………………………………………

Telephone number………………………………………………………………………..

f. Approximately how many members/beneficiaries does your group have? ………………….

How many of them live within the Parish? .......................................

**Your people**

a. Is your group run by a committee? Yes/No

If **Yes**, please supply the names of the officers

Chair………………………………………………………… Secretary…………………………….………………………

Treasurer………………………………………………….

If **No**, please supply the names of the organisers with a brief description of their roles and responsibilities.

………………………………………………………………………………………………………..

…………………………………………………………………………………..…………………..

……………………………………………………………………………………………………….

b. Is your group supported by a statutory organisation? Yes/No

If **Yes,** please describe the nature of the support (staffing, finance etc)

……………………………………………………………………………………………………….

c. Does your group have a constitution? Yes/No

(Please supply us with a copy if you have not already done so)

If i) your response to a-c above was ‘No’ and/or ii) your group is run by an individual who is solely responsible for the running and financing of the group, please complete section d:

d) What expenses does the group incur and how are these paid for?

…………………………………………………………………………………………………………

…………………………………………………………………………………………………………

The Parish Council is legally obligated to ensure monies are used for the purpose intended and also wishes to safeguard individuals against allegations of misuse of monies. If a grant is being requested to cover running expenses or other expenses ( eg capital expenses for equipment) in the name of an individual running the group, you will be asked to supply copies of invoices sent to you or evidence of payments made before grant payments are issued. The Parish Council will hold grant monies in reserve until such evidence is received. You will be able to agree with the council the frequencies of such payments. Does this have your agreement? Yes/No

e. Name and address of person to whom correspondence should be sent

……………………………………………………………………………………………………….

……………………………………………………………………………………………………….

……………………………………………………………………………………………………….

Telephone number.……………………......................................................

E-mail address ....……………………………………………………………………………

**Your finance**

a. The name of your bank……………………………………………….………………

b. The name on your bank account………………………………….……………..

c. Are your group’s accounts audited or independently examined annually? Yes/No

If **Yes,** please attach a copy of your most recent accounts

If **No,** please give details of annual income and expenditure for the current year (include a separate sheet if necessary). ………………………………………………………….

……………………………………………………………………………………………………….

……………………………………………………………………………………………………….

**2.** **YOUR GRANT APPLICATION**

a. For what purpose is funding sought? Please state how this will directly benefit the residents of the Parish …………………………………….………….…………………

……………………………………………………………………………………………………….

……………………………………………………………………………………………………….

b. Total cost of the above. Please give details and attach quotes, estimates or any information you may have

………………..…………………………………………………………………………………….

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c. Amount raised so far ………………………………………………………………….

d. From where? (Other organisations, group fundraising etc)

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e. Have you applied for and/ or been awarded grants from any other organisations?

If so, are conditions attached to those grants? Yes / No

If you have answered ‘Yes’ to the above, please state the amounts and list those conditions here

………………………………………………………………………………………………………………

…………………………………………………………………………………………………………….

f. Amount requested from Wilmcote Parish Council: £ …………………

g. How will you measure the success of the project? A completion report will be required by Wilmcote Parish Council demonstrating how the grant money has been spent and the benefits achieved. This report will be placed on the Parish Website for residents to see how their money has been spent.

If you have additional information about your group that would support your application, please include it on an additional sheet.

Signed……………………………………………………………… on behalf of……………………………………………………

Position……………………………………………………………. Date……………………………………………………………….

Please tick the following boxes, as applicable:

**I agree to the contact details of the group being stored on Wilmcote Parish Council database (they will not be submitted to a third party)**

**I would like the group and its contact details to be advertised on Wilmcote Parish Council website and/or to have a link from Wilmcote Parish Council website to the group’s website.**