

MANCETTER PARISH COUNCIL

<p>GUIDANCE NOTES FOR APPLICANTS TO THE COUNCIL'S COMMUNITY GRANT FUND</p>

Applications must satisfy the following conditions to be considered for a grant:

Type of Organisation or Group and Project or Activity Funded

Bids should be made for projects which will be of benefit to the whole community or a specific group whose principal objectives are not those of a single individual. Applications will not be accepted where the benefit is to a single individual.

The project should be of benefit to a significant number of persons living within the Parish.

Applications will be considered only from "not for profit" organisations.

Applications should be for one-off projects.

Grants will not be awarded for expenditure already undertaken.

Grants to the same Group or Organisation will only be awarded once every three years.

In particular projects will be considered that achieve one or more of the following:

- address problems of social deprivation, disadvantage etc.
- demonstrate a degree of community development/public involvement
- impact on crime and disorder
- provide services for youth/the elderly
- provide or improve sport or cultural activities
- improve the physical environment
- promote equal opportunities
- demonstrate collaborative working - different agencies working together
- demonstrate match funding

Applications will be assessed according to how they satisfy the above criteria. Very few are likely to meet all these but those that can demonstrate a commitment to some of these factors will receive more favourable consideration.

Size of Grant Awarded and Documents Required

Applications for sums up to 50% of total project cost, to a maximum of £200 will be considered.

Details of funding obtained from other public bodies for this project should also be included.

Applications must be made in the name of the organisation or community group to which financial assistance is to be granted and be supported by the main officers or leaders of the group.

An original bank statement, issued within the previous three months, in the name of the group / organisation must accompany the application. (This will be returned with the application acknowledgement and successful grants will be paid to this account).

Applications must be made on the council's community grant fund application form

Timing of Applications

Applications are considered at each Parish Council Meeting and should be submitted 10 working days before the meeting excluding weekends and bank holidays

Exceptions will be made to these dates if the applicant demonstrates an urgent need for grant funding.

Feedback

Successful applicants are expected to provide feedback to the Council on the outcome of their project. The Council must report annually on the total spent on grants and will publicise the groups in receipt of a grant and the use made of the grants.

Application Forms Available From

If you would like to apply for a grant, an application form is available from the Parish Clerk.

Mrs Karen Meads
Clerk to Mancetter Parish Council
Mancetter Memorial Hall
Old Farm Road
Mancetter
CV9 1QN

Telephone: 01827 722552

Email: Parishclerk@mancetter.org.uk

Date 22nd May 2018.

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COMMUNITY GRANT APPLICATION FORM

Please read the guidance and application notes before completing the form

Notes Reference	Description	Detail
1	Name, position in organisation and contact details of applicant.	
2	Project title: eg Purchase of equipment.	
3	Description of project: eg Activity equipment.	
4	Location of project.	
5	Name and position in organisation of person responsible for the project.	
6	Who will manage the project and how will it be monitored for success?	
7	Total cost of this project. <i>Please provide itemised breakdown of costs on separate sheet.</i>	
8	Amount of this application. <i>Max £200 or 50% of total.</i>	
9	How will you fund the balance? <i>Please provide details of other grants applied for, or own funds.</i>	
10	Timetable for implementation of project. <i>Approx dates.</i>	

Signature of applicant

Date

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COMMUNITY GRANT APPLICATION NOTES

Note

- 1 Applicant – Name, address, phone number, email address, position in group or organisation.
- 2 Project title – This should be brief, but a clear description of the project.
- 3 Description of project – This should state what type of project it is and what it is for.
- 4 Location of project – Is this in Mancetter or Ridge Lane and is it your regular meeting place?
- 5 Names of people responsible for the money – Please give names of the people who sign the cheques in your group / organisation, and are, therefore, responsible for your funds.
- 6 Project Management – Please give name of persons responsible for monitoring the project and reporting the success.
- 7 Total cost of project – Please provide an itemised list of costs for the project, to include materials, labour etc, including labour undertaken by members of your group.
- 8 Amount of application – How much are you applying for? 50% of total costs up to a maximum of £200
- 9 How will you fund the balance – Please list other grants you are applying for, or fund raising or existing funds held by your group.
- 10 Timetable for implementation – When do you need the funds?

Checklist:

Signed Application Form

Project Costings

Original bank statement