

GRANT APPLICATION FORM

Introduction & Considerations

The purpose of the grants is to support and develop non-profit initiatives which benefit Simonstone residents and support Parish Council aims.

When considering applications the Parish Council will consider both the number of Simonstone residents that would benefit from the grant being fulfilled, and also that there is a balance of funding for projects to suit all ages.

You are welcome to include any additional information you think would benefit your application when you submit it.

Finally, it is not the aim of this form to put any residents off applying for help with a small project to benefit fellow residents. However, we do have to have a form and process that will suit all grant requests of all sizes. If you have a lovely idea that you would like us to financially support because it would benefit fellow residents do please apply and we will give it every consideration.

Next Steps...

If you're requesting £1 - £149 please complete pages 2 and 3 of this document (having considered the information on page 4).

For any funding over £150, in addition to completing this application form, please include your latest audited accounts and balance sheet; alternatively please list the assets including cash of your organisation at the latest year end. You must also include a list of all officers if you have an official committee structure to your group.

Thank you for wanting to be part of how we improve Simonstone for our residents.

Simonstone Parish Council

GRANT (IN PRINCIPLE) APPLICATION FORM

PLEASE USE THE NOTES THAT ARE ATTACHED WITH THIS FORM FOR GUIDANCE.

Yellow boxes must be completed.

*If you are filling in the form electronically,
simply click in the empty boxes and type, or use the tab key to move around the form*

Name of Organisation	Charity Number	VAT Reg. No.
	Date of establishment	

Name of applicant	
Position of applicant	

Address of organisation	Address of applicant (if different from organisation)
Postcode	Postcode
Telephone	Telephone
Email	Email

<i>Please tick</i>	0-4 yrs	5-11	12-15	16-18	19-25	26-54	55-75	76+
Which age groups do you cater for?								

<i>Please tick applicable areas</i>	Simonstone	Read	Whalley	Wider Ribble Valley	Other (please state)
Which areas do you cater for?					
How many people in these areas would benefit from us funding you?					

Purpose of your organisation (please continue on a separate sheet if needed)	Date funding needed by:
	/ /
	Project will be delivered by:
	/ /

Simonstone Parish Council

GRANT (IN PRINCIPLE) APPLICATION FORM

What will the funding be used for (tick those applicable)?

Ongoing costs	Staff costs	One-off Project	Equipment

What will you do with the funding? *Please continue on a separate sheet if needed.*

Total amount of funding this project will need	£	
How much money do you already have organised for this project?	£	
How much money do you require from Simonstone Parish Council?	£	
How much additional money will you need to find from elsewhere?	£	

Name of other organisation(s) providing funding	Date £ given	Amount £
	/ /	£
	/ /	£
	/ /	£

When do you need a decision by?	/ /	What is your deadline to receive £?	/ /
--	-----	--	-----

Please list any other groups that are involved in delivering the project this funding is for:	
--	--

<i>To help us comply with Code of Conduct regulations, please list any councillors on Simonstone Parish Council or the Clerk, that you, anyone in your household, or immediate family have any connection with:</i>	
---	--

Final checks and signatures		<i>Signature</i>	
Please tick all those you agree with:	✓		
I/Our organisation agree(s) to abide with the notes and rules laid out in the Notes section of this funding application.		Print Name	
If the aforementioned notes and rules are not upheld I/we will repay the money to Simonstone Parish Council		Position held	
I am authorised to sign this application		Date	/ /

Simonstone Parish Council

GRANT (IN PRINCIPLE) APPLICATION FORM

Notes and Rules

1. Charity and VAT registration numbers are not mandatory, space is provided for it to be included for those who have them.
2. No monies requested and secured may be used for unlawful purposes.
3. No monies requested and secured may be used to the detriment of Simonstone residents or those involved with the project the funding is for.
4. If the project being funded involves children or vulnerable adults then all respective measures (eg *DBS checks, risk assessments etc*) must be adhered to and responsible bodies notified for any mandatory checks.
5. No funding can be provided for any groups that would fail to comply with Prevent Duty requirements, or in any way support or encourage extremist behaviour and activities.
6. Any applications that are contrary to policies and procedures of Lancashire County Council will not be considered or funded.
7. Applicants are responsible for their own respective insurance and liability cover (if applicable).
8. Depending on the level of funding being requested Simonstone Parish Council reserves the right to request additional documentation and/or a presentation prior to delivery of any funding.
9. By signing the funding application you are confirming that you are authorised to sign this application and that you will be responsible for the adherence of these notes and rules.
10. Existing connections to councillors do not exempt individuals from funding applications but any and all connections must be disclosed at application stage so the Council can ensure that the respective councillor(s) do not vote on any application where it may be perceived they have a conflict of interest. As there can be legal repercussions for councillors who do not comply with these rules we ask for your full honesty and cooperation, so we can protect all parties involved.
11. Evidence of how the money has been spent is required at the earliest opportunity for it to be provided. The Council reserves the right to approve what evidence is deemed appropriate.
12. Any photographs of people benefiting from the funding that the Council may share on their social media channels (eg *children in a play area, adults at a social event*) must have the consent of those photographed.
13. Council reserves the right to apply a deadline by which the funding given must be used.
14. If after securing funding it is later found that not all information provided on this form, or in any later stages, was correct, or later judged as misleading, then some or all of the funding provided may be repayable to Simonstone Parish Council within 30 days of the parish council issuing a repayment notice.

Simonstone Parish Council does not:

- Accept responsibility for the delivery of projects and/or their respective compliance(s)
- Guarantee individual promotion of projects funded, applicants are responsible for their own marketing and advertising costs (if applicable).

Please feel welcome to contact us for help answering questions about this form or receiving help to complete it.

COMPLETED APPLICATIONS SHOULD BE EMAILED OR POSTED TO:

SimonstoneParishCouncilClerk@gmail.com
SPC Clerk c/o 14 Longridge Road, Chipping, Preston, Lancashire, PR3 2QD