

# **Grant Awards Policy**

V3 Approved February 2024

Date Created	Date Adopted	Date Revised	Review Date
February 2022	February 2022	February 2024	2025

Drayton Bassett Parish Council may award a grant to local organisations to assist them to achieve their aims and objectives. Applications must be from a properly formed group, club, committee, voluntary or charitable organisation that benefits Drayton Bassett residents. These organisations should have:

- A constitution / set of rules
- A bank account
- Public Liability Insurance

Applications will only be considered when made using a formal application form (at the end of this policy).

The organisation requesting a grant will be asked to

- i) Describe the role of the organisation and the work it undertakes for the benefit of the residents of the Parish
- ii) Provide a copy of the latest set of accounts, if applicable
- iii) Give full details of the purpose for which the grant is required, with financial details of the proposed scheme and/or funding requirement and whether funding from other sources is being requested.

Organisations will be required to submit financial details showing how any grant awarded has been used Drayton Bassett Parish Council will not support applications from:

- i) Individuals
- ii) Regional, National organisations, unless specifically benefitting residents of Drayton Bassett
- iii) Political Parties

Grants awarded must be returned unless if the specific purpose that the grant was awarded for has not been met.

If in doubt about whether your organisation/project would be considered for a grant, please contact the Parish Clerk for advice.

## Drayton Bassett Grant Application Form

<b>Project Name</b>	
<b>Grant Amount Requested</b>	£

<b>Organisation Name</b>	
<b>Organisation Address</b>	
<b>Tel Number:</b>	
<b>Email:</b>	
<b>Contact Name:</b>	
<b>Position held in organisation</b>	

<b>What do you plan to do with the grant funding you are seeking?</b>

<b>How have you identified this need?</b>

What type of organisation are you? Please tick the relevant category.		
Registered Charity	<input type="checkbox"/>	Registration Number
Voluntary Organisation	<input type="checkbox"/>	
Limited Company	<input type="checkbox"/>	Company Number
Community Group	<input type="checkbox"/>	
Other	<input type="checkbox"/>	Please Specify:

Briefly describe your organisation. How many members, if you charge subscription fees, the usual activities/services you provide.

Do you have a constitution or memorandum of Association? Please state which and include a copy with your application.

Depending on the nature of your project, you may require public liability insurance.	
Do you have Public Liability Insurance?	

Please provide the following details from your most recent annual accounts.	
Total income	£
Less Total Expenditure	£
Surplus / Loss	£
Savings (reserves, cash, investments)	£

How will you measure the success of your project?

Please advise of any other organisations you have asked to support your project and indicate whether any funding has been committed by these organisations.		
Organisation Name	£	Status approved / awaiting decision or other support eg non financial
	£	
	£	
	£	
	£	
Total – other funding requested	£	
Total – DBPC grant request	£	Should be the same figure provided on page 1
Total funding required for your project	£	

Please provide a breakdown of your projects costs.	
Expenditure (eg equipment, transport etc)	£
	£
	£
	£
	£
	£
	£
<b>Total project Costs</b>	£

**Any Other information?** Please provide any other information which you consider to be relevant to your application.

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**To be completed by a senior member of your organisation.**

**I confirm that I am authorised to sign this declaration and that to the best of my knowledge and belief, all replies are true and accurate.**

<b>Name</b>	
<b>Post Held</b>	
<b>Signature</b>	

Please submit your completed application form and additional documents via email to:

[parishclerk@draytonbassett-pc.gov.uk](mailto:parishclerk@draytonbassett-pc.gov.uk)

Any personal information given to us will be processed in accordance with the UK GDPR/Data protection Act 2018. The Parish Council will use the information to process your request and to provide any relevant further information. You can request for your personal details to be removed at any given time but the details of the organisation and the grant will remain with the parish council for 6 years.