Grant Awards Policy

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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

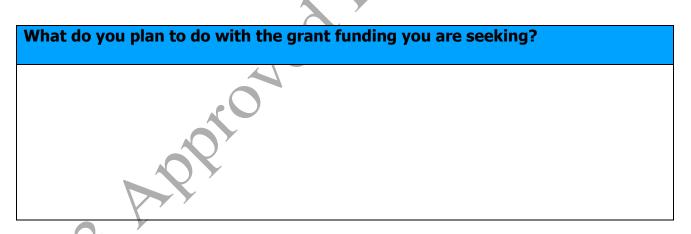
Grants awarded must be returned unless if the specific purpose that the grant was awarded for has not been met.

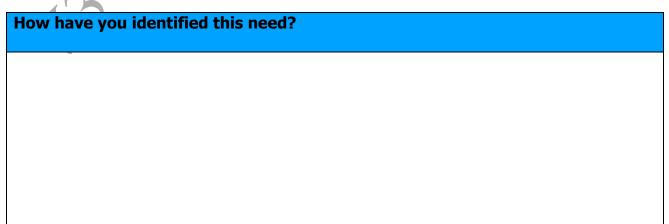
If in doubt about whether your organisation/project would be considered for a grant, please contact the Parish Clerk for advice.

Drayton Bassett Grant Application Form

Project Name	
Grant Amount Requested	£

Organisation Name	
Organisation Address	
Tel Number:	
Email:	
Contact Name:	
Position held in organisation	FC C





What type of organisation are you?	Please tick the relevant category.
Registered Charity	Registration Number
Voluntary Organisation	
Limited Company	Company Number
Community Group	
Other	Please Specify:

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

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

Depending on th insurance.	e nature o	f your proje	ect, you may	y require	public liability
Do you have Insurance?	e Public	Liability			

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

How will y	ou measure the success of	your	proje	ct?
		Juni	pioje	u u.

Please advise of any other organisations you have asked to support your project and indicate whether any funding has been committed by these organisations.

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)	£	
	£	
	£	
	£	
	£	
	£	
Total project Costs	£	

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

To be completed by a senior member of your organisation.

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

Name	
Post Held	
Signature	

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

parishclerk@draytonbassett-pc.gov.uk

or post to:

Chair of Drayton Bassett Parish Council Cllr M Keenan 1 Salts Lane Drayton Bassett Tamworth B78 3UD

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.