**Woolsington Parish Council**

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| **Chairperson of the Council: George Pattison** |  |
| **Clerk to the Council: Andrew Richardson** | [**woolsingtonpc@gmail.com**](mailto:woolsingtonpc@gmail.com) |

**Grant Aid Application Form and Conditions**

1. **Name of Organisation, Community Group, Club or Society**

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1a. Date organisation formed:

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1b. Are you a registered charity? Yes / No (Please circle as applicable)

If yes, please give charity number:

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1c. How many people use/attend your organisation?

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1d. How many are Woolsington Parish residents?

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1e. Please provide a brief description of the aims and objectives of your organisation.

How do the main activities benefit the residents of Woolsington Parish?

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1. **Contact Details**

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| Name of contact:  Address:  Postcode:  Telephone number:  Email address:  Position of contact in your organisation: |

1. **Project / Activity Details**

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| • Description of activity and/or project you are applying for grant funding for. |
| • What benefits will be brought to the Parish of Woolsington? |
| • How will the success of the activity/project be assessed? |
| Is the activity/project one that requires a risk assessment? Yes / No (Please circle as applicable)  If yes, please provide this with the application. |

1. **Financial Details**

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| Current balance in all bank account (s) and investments at the time of this application (please provide copies of up to date bank statements for each account  £ |

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| Estimated annual income and expenditure of organisation:  Income:  Expenditure: |

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| What is the total cost of the project? £ |
| **What is the total amount of grant requested? £** |

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| Please provide a breakdown of Proposed Activity/Project Costs |
| Have you undertaken to raise funds for this project from elsewhere? Yes / No (Please circle as applicable)  If yes, please provide details of the source of funding, the amount applied for and the amount granted below: |

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| When is the grant funding required?  (please note applications must be submitted a minimum of 4 weeks prior to the date required) |

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| Any other comments in support of your application? |

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| If you are successful in being awarded a grant, funding will either be made by BACS.  Please provide Bank Account details ………………………………………………  or Cheque  Please provide the name that you would like the cheque made out to…… |

**All questions on the Application Form must be fully answered. Additional information in support of an Application may be provided, where appropriate**

**Declaration**

1. I am authorised to make this application on behalf of the named organisation.
2. I certify that the information contained in this application is accurate, complete and truthful
3. Disclosure and Barring Service (DBS) checks have been obtained for people in the organisation working with young people or Vulnerable Adults. (If Not Applicable, please state..............................)
4. A Risk Assessment has been carried out where appropriate and sufficient insurance has been obtained. (If Not Applicable, please state..............................)
5. I will provide details of any consents that are necessary for possible publication of photographic images.
6. We have read and understood "Grant Aid Conditions" and agree to adhere to all terms and conditions unreservedly.
7. If the information in the application changes in any way we will inform the Parish Council immediately by contacting the Clerk.

Signed ………………………………………

Print name ……………………………...

Position in Organisation ………………………………...

Contact telephone number. ………………………………….

**Checklist**

Please enclose the following documentation with your application. The Parish Council will only consider your application when all documents are received

* Latest Annual Accounts
* Constitution or Aims/Objectives Document
* Copies of all estimates to support expenditure
* Up to date copies of Bank Statements

Please where possible complete an electronic copy of this application and send it to [woolsingtonpc@gmail.com](mailto:woolsingtonpc@gmail.com)

If you do not have access to the internet please send your completed application together with all accompanying documentation to:

The Clerk of the Council

Mr Andrew Richardson

C/o 39 Wellburn Road

Washington

Tyne & Wear

NE37 1BZ

**Please retain a copy of your application for your records**

**Grant Aid Conditions**

**Please provide ALL the required paperwork with your application, in order to avoid unnecessary delays**

**The Parish Council requires 4 weeks notice for consideration of the application**

**Pre-Application Conditions**

Pre-application requirements are as follows:-

1. Applications must be from a **community based organisation**. The Council **will not** consider applications from individuals, projects that are political or religious projects that do not demonstrate social or economic benefits.
2. The project must provide value for money and wherever possible demonstrate measurable outputs.
3. The amount of money available for grants varies each year, depending on the overall Parish Council budget. The Parish Council will take into account any previous grant made to an organisation or group when considering a new application. The amount of the grant will be at the discretion of the Parish Council.
4. Only in exceptional circumstances will the Parish Council approve retrospective grants
5. The organisation may be required to provide evidence of its own fundraising activities to complement any grant assistance being requested.
6. The organization will be required to provide written quotations to accompany the application.

**Completing the Grant Aid Application Form**

1. If it is to be considered at a particular meeting, then the Grant Aid Application must be submitted to the Parish Council at least 4weeks prior it being considered at a Parish Council meeting. This allows time to check and circulate the Grant Aid Application to all Parish Councillors.
2. Applications must be submitted **completely, accurately and truthfully**. Any application which is deemed to be incomplete will be returned to the organisation.
3. The Parish Council may expect a representative of the applicant to be present at the meeting to answer any questions that Parish Councillors may pose.
4. Applications for funding from other bodies **must** be disclosed.
5. Confirmation is required that a risk assessment has been carried out where appropriate (e.g. public events, trips, hazardous activities) and sufficient insurance cover is in place.
6. Confirmation of Disclosure and Barring Service checks will be required if the organisation works with children or vulnerable adults.

**Grant Aid Award Conditions**

1. Any grant awarded can only be used for the purposes for which they are approved; any change in purpose must be brought to the attention of and formally agreed by the Parish Council.
2. Grants are awarded on the condition that the organisation will provide a report in due course about the project. **A Monitoring Form** (attached) must be returned within 1 month of the project completion date, detailing the outcome of the grant assisted project. Original expenditure receipts/vouchers must accompany the Monitoring Form for verification purposes; any organisation that fails to submit a properly completed Monitoring Form may not be considered for future grant aid.
3. In the event of an organisation ceasing activity, the organisation shall immediately notify the Parish Council. Any unspent grant aid must be returned to the Parish Council.
4. Provision must be made for up to date accounts to be kept by the organisation and for those accounts to be audited annually by a competent person independent of the organisation.
5. The organisation seeking grant aid must be prepared to comply with the grant conditions detailed in this document and to any other conditions the Parish Council may deem reasonable to impose. Where there is a breach of any of these conditions, the Parish Council reserves the right to claim back any grant aid or equipment purchased (or donated) with grant aid assistance.
6. Applications with the accompanying documentation should be emailed to [woolsingtonpc@gmail.com](mailto:woolsingtonpc@gmail.com) – please contact the Clerk to the Parish Council to discuss
7. Approved grant funding will be paid by BACS payment where possible.