



Battisford Parish Council Grants Information and Application Form

Battisford Parish Council is empowered to grant funds, subject to limits and regulations, for purposes that it considers to be in the interests of Battisford, that will bring direct benefit to the parish, any part of it or the community therein.

Applications for grants must be submitted on the attached application form and will be considered by the Parish Council.

On receipt of the application form, subject to statutory guidelines, the application will be added to the agenda for the following meeting of the Parish Council.

Please note you may be asked to send a representative to the meeting to discuss and provide more information in respect of the application.

General criteria – to be applied to all applications:

1. The application must relate to some specific item of capital expenditure or project, and not to any regular item, or maintenance, or other revenue item such as utilities or staffing costs.
2. The purpose for which the grant is requested must be in the interests of Battisford Parish, or any part of it; or all, or some of the community within Battisford Parish.
3. Groups or organisations within the area of the Parish may apply; those outside the Parish who can demonstrate direct benefit to the Parish, may be eligible to apply for consideration.
4. No financial assistance can be given to individuals under this scheme.
5. No grant will be payable to, or for, any commercial venture or for private gain.
6. Retrospective applications will not be funded i.e. where the expenditure on the project has been carried out or the event has taken place.
7. Battisford Parish Council reserve the right to ask for a copy of the most recent audited accounts and a current bank balance before considering any application.
8. Any previous grant made to a group or organisation may be considered when considering a new application.
9. It is expected that the project/purpose of the grant will be completed within twelve months.
10. Each application will be considered fairly on its merit and the amount of the grant will not exceed the current policy.
11. Recipients must agree to providing a report to Battisford Parish Council outlining how the grant been spent; this will be reported to the Annual Meeting in March each year.
12. On completion, applicant must provide receipts for the agreed funding items, (Copies are acceptable if originals are required to be retained by the applicant for accounting purposes), this to be sent before the end of the financial year, otherwise funding must be returned to Battisford Parish Council.

13. Applications should be sent to the Parish Clerk: clerk@battisford-pc.gov.uk

GRANT APPLICANTS DATA PROTECTION CONSENT FORM

Your privacy is important to us but we would like to communicate with you to help us carry out our duties and let you know about our activities. To do this, we need your consent to hold and use your details.

Please fill in your name, address and other contact information and confirm your consent by ticking the boxes below.

Name

Address.....

.....

.....

.....

Email Address.....

Telephone.....

Signature

Date.....

You can give your consent to any or all of the purposes listed below as appropriate.

You can withdraw or change your consent at any time by contacting the Parish Council Clerk.

E mail to: clerk@battisford-pc.gov.uk

Please confirm your consent below by ticking the applicable box.

We may use your name and contact details in any future newsletters, or on our website/social media.

We may use your photograph any future newsletters, or on our website/social media.

Keeping in touch:

Yes please, I would like to receive communications by email

Yes please, I would like to receive communications by telephone

Yes please, I would like to receive communications by post

Battisford Parish Council Grant Application

Name of Group / Organisation

Correspondence Address

Name of Organisation Financial Contact:
Direct Organisation E-mail:
Direct Organisation Telephone:
Bank Details:-
Bank Account Name:
Bank Account Sort Code:
Bank Account Number:

What are the main activities of your Group / Organisation?

Describe the project for which funding is required, please include the projected time scale and who will benefit from the project, particularly how the project will benefit residents of Battisford.

Please attach any plans, estimates or supporting information.

Please state how much you are applying to Battisford Parish Council for?

What is the total cost of the project?

Please state where any additional project funding has or will be / been sourced. Eg:
County Councillor, District Councillor, etc

Declaration

I have read the terms/conditions and information contained within this application. I agree to such on behalf of the organisation stated.

Signed Date.....

Position in Group / Organisation

Applications must be submitted to the Parish Clerk : clerk@battisford-pc.gov.uk

For office use only
Date Received
Remarks
Meeting date
Amount Granted
Date Grant Paid

Policy updated June 25 replaces policy dated May 24
Subject to Annual Review