***Broughton in Amounderness Parish Council***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Application for Grant 2024** | | | | | | | |
| * *Before filling in this form, please read the Terms & Conditions (attached).* * *Please answer all the questions, writing ‘not applicable’ if the question is not relevant.* * *If you are applying as an organisation, please complete Section 1 and 2* * *If you are applying as an individual on your own behalf, please complete Section 1 and 3* | | | | | | | |
| **Section 1 – Project Details** | | | | | | | |
| Brief details of the proposed project and the purpose for which the grant will be used: | | | | | | | |
| **Total cost of project** | **£** | | | | | | |
| Itemise the costs where possible |  | | | | | | |
| **Amount of grant requested** | **£** | | | | | | |
| If other sources of funding are being applied to, please give details |  | | | | | | |
| If other sources of funding are not being approached, how will the project be funded?  (*Include details of any amount budgeted by your organisation*) |  | | | | | | |
| Details of grants awarded by Broughton Parish Council in the last five years |  | | | | | | |
| **Section 2 – Local Voluntary Organisation** | | | | | | | |
| Name of Organisation: | | | | | | | |
| Chairman | | | | Secretary or Treasurer *(Delete as appropriate)* | | | |
| Name: | | | | Name: | | | |
| Address: | | | | Address: | | | |
| Telephone No: | | | | Telephone No: | | | |
| Email: | | | | Email: | | | |
| Purpose of your organisation: | | | | | | | |
| Do any of the Officers (committee/board/trust members) receive remuneration or other financial benefit from the organisation? | | | | | | Yes | No |
| Does the organisation have a constitution (or similar document) that defines the organisation’s objectives? | | | | | | Yes | No |
| Does the organisation agree to supply a statement of accounts? | | | | | | Yes | No |
| Does the organisation require at least two signatories to sign cheques against the organisation’s bank account? | | | | | | Yes | No |
| *The Council may wish to discuss your application with your representatives. Please supply details of two representatives who will be willing to attend a meeting with nominated Councillors:* | | | | | | | |
| 1st Representative | | 2nd Representative | | | | | |
| Name: | | Name: | | | | | |
| Address: | | Address: | | | | | |
| Telephone No: | | Telephone No: | | | | | |
| Email: | | Email: | | | | | |
|  | | | | | | | |
| **Section 3 – Individual Applicant** | | | | | | | |
| Name: | | |  | | | | |
| Are you a member of a recognised group or organisation connected with the activity you are applying to participate in? | | | Yes | | No | | |
| Name or group/organisation *(if applicable)* | | |  | | | | |
| Signature | | | Date | | | | |
|  | | | | | | | |
| **Please provide any additional information in the box below to support your application:** | | | | | | | |
|  | | | | | | | |

**Terms and Conditions**

* Grants are typically awarded to non-profit or charitable organisations within the parish.
* Grants must be used for the purpose they are awarded. If the purpose changes, the grant must be returned.
* Recipients must provide receipts and proof of expenditure. A report may be required at the end of the financial year.
* The contribution of Broughton Parish Council must be acknowledged in all publicity for the project/event/equipment for which the grant was awarded.
* Preference may be given to projects that have secured matching funds from other sources.
* Grants cannot be awarded retrospectively. The project must not have started before the grant is awarded.

* Successful Organisations that have received a grant within the last two years may not be eligible for another grant.
* The organisation must be open and accessible. If it does not already have an equal opportunities policy, it must agree to adopt & implement one.
* The organisation must meet statutory health and safety requirements relating to the use of premises, provision of services and employment of staff where applicable.
* The organisation must ensure that all necessary permits and licences have been obtained for any event or project funded by the grant, and that the event or project complies with all relevant regulations.
* The council reserves the right to make decisions on grants at its discretion, and the amount awarded may vary

# The Council can reclaim the grant in part or in full if:

* + The organisation ceases to operate or exist within twelve months of the grant being spent;
  + The grant is used for any purpose other than that agreed without prior permission;
  + Any changes within the organisation or its activities occur within twelve months of the grant being spent, which would make the organisation ineligible under the awards criteria;
  + The organisation breaches any of these terms and conditions, including the requirement to submit monitoring information and evidence of expenditure when requested to do so.