

# Bronington Community Council Grant Request Form and Guidance Notes

Name of Organisation or Individual:

Applicant Name:

Date:

Applicant contact details:

Phone:

E-Mail:

Details of project / Reason for application:

Who will benefit from the project?

Project timescales:

From:

To:

Total anticipated costs:

What is the organisation doing to raise funds itself?

How much funding is being requested from the Community Council?

How much funding been promised from other sources?

Has the Community Council previously been asked for grants?

Yes:

No:

What were the results of the previous application?

How will progress and outcomes be reported to the Community Council if the application is approved?

Application approved:

Yes:

No:

Amount of Donation:

Signed:

Name:

Date:

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## **Guidance Notes for the Grant Request Process**

Bronington Community Council strives to allocate grants and donations in a fair and open manner judging each application on its own merits.

When allocating grants and donations the Community Council must show regard to the statutory powers granted to the council through various local government acts and Audit regulations. A copy of this can be found in the back of The Good Councillors Guide or from the clerk.

The Community Council does not have the power to provide grants or donations to individuals or national charities.

Grants and donations will be decided by Bronington Community Council as agenda items at Community Council meetings.

All grants and donations are made on a strictly one off basis – receiving funding in one financial year does not mean funding will be automatically provided in future years.

All grants and donations given must be for the benefit of some or all of the parishioners of the council's area which includes the Bronington, Iscoyd and Whitewell.

**When seeking funding from the Community Council you and your organisation should take into account the following criteria which are intended as guidelines rather than prescriptive rules:-**

- Be able to provide a clear explanation of what the funding is for, including time scales.
- Be able to provide examples of other funding sources including fund raising events.
- Be able to show who will benefit from this funding.
- Be able to explain what impact not receiving this funding will have on your organisation.

**However groups must meet the following criteria:-**

- Have an organisation bank account (not personal).
- Must provide copies of the organisations accounts if requesting £1000+ or if requested to do so.

### **Timing of Applications**

- Grant Application forms are to be submitted by 31st March.
- Grant applicants are invited to attend April Council meeting, if necessary, and to provide additional information and answer any questions the Council may have.
- At the May meeting, the Council will consider the grant requests as previously submitted and decide on amounts for grants for current financial year.
- In June the grants are paid to organisations for the current financial year.

**When deciding allocation of grants and donations the Community Council will consider the following criteria:-**

- The benefit to parishioners of the council's ward in providing this funding.
- The financial circumstances of the organisation.
- How previous funding has been spent by that organisation.
- The financial position of the Community council itself.

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## Bronington Community Council will not generally fund:-

- Political organisations.
- National Bodies or Charities.

***It should be noted that all Community councillors are governed by the Code of Conduct and have an obligation to declare personal and/or prejudicial interest where relevant when considering the allocation of all grants or donations.***

To be considered for funding by Bronington Community Council you can apply in writing or request an application form from the clerk.

For more information please contact the clerk.

Ruth Shackleton

## CONTACT DETAILS

Clerk – Ruth Shackleton	Mrs R Shackleton, Langdale, Sarn, Malpas, SY14 7LN. Tel : 01948 770 678 Email: broningtoncommunitycouncil@hotmail.co.uk
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## TIMETABLE

The timetable for the grant application process is as follows:-

Month	Action
March	Grant Application forms are to be submitted by 31st March 2022.
April	Grant applicants are invited to attend April Council meeting, if necessary, and to provide additional information and answer any questions the Council may have.
May	The Council will consider the grant requests as previously submitted and decide on amounts for grants for current financial year.
June	Grants are paid to organisations for the current financial year.