

Mortimer West End Parish Council

GRANT APPLICATION FORM

This form will be submitted to the Councillors to assist in their decision making. It should be accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous 6 months must be enclosed.

Name of group/organisation	
Registered Charity/Charity Number	Yes / No
Contact name	
Position with the Group	
Contact name's home address	
Contact name's telephone number	
Contact name's e-mail address.	
Brief description of group and its aims	
Brief description of project for which you are making this application	
Amount of grant requested?	
What is the total cost of this project?	

If the grant requested is for less than the total cost of the project, how will the rest be financed?	
Who will benefit from the project?	
Approximately how many of those who will benefit from the project are Mortimer West End parishioners?	
Have you applied for grant funding from Mortimer West End Parish Council before? and if yes, please give details.	

Please return this form to the parish clerk either by email or post to :-
Christine McGarvie, Mortimer West End Parish Clerk
71 Pelican Road, Pamber Heath, Tadley RG26 3EL
Tel: 0118 970 1576 e: parishclerk@mortimerwestendpc.org.uk

Mortimer West End Parish Council

Grant Awarding Policy

The Parish Council can only award grants using certain legal powers. Where there is no statutory power the Parish Council may use Section 137 of the Local Government Act 1972 to give grants to community organisations. This power may only be used if its use will benefit some or all of its residents and where the benefit obtained is commensurate with expenditure incurred.

1. It is a condition of any grant application that the group or project must bring direct benefit to the residents of Mortimer West End. All applications must clearly demonstrate how this will be achieved.
2. Grant application forms are available from the Clerk or from the Parish Council website. Application forms must be submitted along with the latest set of the group's accounts. It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided.
3. Grant applications cannot be made retrospectively. i.e. applications will not be funded where the expenditure has been made, the project has been carried out or the event has taken place.
4. Applications WILL NOT be considered from:
 - Organisations intending to support or oppose any particular political party or to discriminate on the grounds of race or religion.
 - Private organisations operated as a business to make a profit or surplus.
 - Local groups whose fund raising is sent to their central HQ for redistribution.
 - National Charities.
5. Applications will not normally be considered from national organisations or local groups with access to funds from a parent organisation, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
6. Payments for grants will not be paid to individuals
7. Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs.
8. Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the parish.
9. Any grant must only be used for the purpose for which it was awarded unless the written approval of Mortimer West End Parish Council has been obtained in advance for a change in use of the grant, and that any unspent portion of the grant must be returned to Mortimer West End Parish Council by the end of the financial year in which it was awarded.
10. Mortimer West End Parish Council reserves the right to request any further information that it deems necessary to assist the decision-making process. Account will be taken of the amount and frequency of previous awards and of the extent to which funding has been sought or secured from other sources or own fund-raising activities.
11. Ongoing commitments to award grants or subsidies in future years will not be made. A new application will be required each year.
12. The size of any grant awarded is at the sole discretion of Mortimer West End Parish Council. The council may make the award subject to such additional condition and requirements that it considers appropriate.
13. The council reserves the right to refuse any grant application which is considered to be inappropriate or against the objectives of the council.