

# **KIRKBAMPTON PARISH COUNCIL**

## **GRANT APPLICATION AND GUIDANCE NOTES**

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**Kirkbampton Parish Council is empowered under the Local Government Act 1972 to spend some of its money, subject to limits and regulations, on purposes that it considers to be ‘in the interests of, and will bring direct benefit to, their area, or any part of it, or all or some of its inhabitants’.**

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 next meeting of the Parish Council,**

### **Grant Guidance Notes/Criteria**

1. The application must relate to a specific item of capital expenditure or project, and not to any regular item, or maintenance, or other revenue item such as utility or staffing costs.
2. The Council will only aid organisations involved in activities primarily designed to benefit residents of Kirkbampton parish.
3. The benefit to the area or inhabitants must be commensurate with the expenditure.
4. 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.
5. No financial assistance can be given to individuals under this scheme.
6. No grant will be payable to, or for, any commercial venture or for private gain.
7. Retrospective applications will not be funded i.e. where the expenditure on the project has been carried out or the event has taken place.
8. A copy of the latest accounts and a current bank balance must accompany the application form. The Council refer the right to defer a decision to a later meeting where information has failed to be provided alongside the application form.
9. Written quotations for all elements of a project must also be provided alongside the application form. The Council reserve the right to defer a decision to a later meeting where all elements of expenditure are not clearly evidenced.
10. Any previous grant made to a group or organisation may be considered when considering a new application. Groups that have outstanding grant claims or part-grant claims may not be eligible to apply until the previous applications are completed.
11. Projects should be able to be completed prior to the end of the financial year in which the funding is being awarded. Large or long-term projects where this is unachievable will be considered on an individual exceptional basis.
12. Each application will be considered fairly on its merit and the amount of the grant will be at the discretion of the Parish Council and within budgetary limits.
13. On completion, applicants must provide receipts of the agreed funding items for which the grant was awarded. Payment shall only be made on submission of the receipts and subsequent Council approval, unless in exceptional circumstances.
14. The Council reserves the right to proportionately reduce any grant payment where final project costs have not totalled the previously provided written estimates.
15. During the COVID-19 pandemic, special considerations may be given to the nature of the application.
16. The Parish Council are bound by financial regulations and laws as to which organisations can be supported; we regret that this excludes donations to a church or religious body.
17. The Council’s decision is final.

**Applicants must complete the forms below;**

1. **Grant Applicants Data Protection Consent Form (so that details provided can be used and retained by the Council.)**
2. **Grant Application Form**

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### 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 grant 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 Acting Clerk (Mrs Sarah Kyle, Hill House, Walton, Brampton, CA8 2DY). You can find out more about how we use your data from our "Privacy Notice" which is available from our website [www.kirkbamptonweb.co.uk](http://www.kirkbamptonweb.co.uk) Please confirm your consent below.

- We may contact you to keep you informed about what is going on in the council's area, including news, events, meetings, clubs, groups and activities.
- As a representative/official of a local group, we may use your details, as supplied to us, for example as a point of contact for that group**
- We may use your name and contact details in our newsletters, or on our website, or on our Facebook page
- We may use your photograph in our newsletters, or on our website, or on our Facebook page
- Other – please state:

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

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## Kirkbampton Parish Council Grant Application Form

1. Name of Group / Organisation

2. Correspondence Address

E-mail

Telephone

3. What are the main activities of your Group / Organisation?

4. Describe the project for which funding is required (*Include : The projected time scale and who will benefit from the project*)

*Note : Please attach any action plans, estimates or supporting information which you may have.*

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5. How much money are you requesting from the Parish Council?

6. What is the total cost of the project?

7. I have read the terms and conditions and agree to them

Signed

Position in Group / Organisation

***Completed applications, along with a copy of the most recent accounts, bank statement and quotations as appropriate, must be submitted to the Parish Clerk -***

*Mrs Sarah Kyle, Hill House, Walton, Brampton, CA8 2DY*

*Clerk@kirkbamptonweb.co.uk*