

FOREST ROW PARISH COUNCIL



The Community Centre
Hartfield Road
Forest Row
East Sussex
RH18 5DZ

Tel: 01342 822661
Email: parishclerk@forestrow.gov.uk
Web: <http://www.forestrow.gov.uk>
Clerk: Mr David O'Driscoll

REQUEST FOR GRANT AID

Please note that grants will only be considered by the submission of this form

NAME OF ORGANISATION:		
NAME OF CONTACT PERSON:		
ADDRESS FOR CORRESPONDENCE:	Tel:	
	Email:	
	Web (if any):	
POST CODE:	SUM REQUESTED:	
DO YOU HAVE AUDITED ACCOUNTS? <input type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, ARE THEY ATTACHED? <input type="checkbox"/> Yes <input type="checkbox"/> No (Accounts)	IF NO, PLEASE EXPLAIN WHY
IF APPLICABLE, DO YOU HAVE A BUDGET? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (Budget)	
ARE YOU ASKING FOR FUNDING FROM OTHER SOURCES? <input type="checkbox"/> Yes <input type="checkbox"/> No		
From	Amount	Purpose
PURPOSE OF REQUEST (please use second sheet if necessary)		
HOW WILL IT BENEFIT THE COMMUNITY?		
FOR OFFICIAL USE ONLY		
Date of Meeting:	Min.No:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
		Amount:

POINTS TO NOTE WHEN APPLYING FOR A GRANT

In accordance with its General Power of Competence under Section 1-8 of The Localism Act 2011, the Council is empowered to commit to reasonable expenditure, in the form of grants, which is not restricted by other legislation.

1. General

- Applications will be considered by the Finance & Policy Committee which meets quarterly. Please check the Council's website for dates: www.forestrow.gov.uk
- Applications should be received in the Parish Council Office at least 7 days prior to the scheduled meeting dates.
- Only one grant per community organisation will be awarded in any one financial year
- Annually recurring grants will not be considered as a rule but each grant will be considered on its merit and the benefit to the community as a whole.
- Retrospective applications or payments/reimbursements will not be considered
- Payments to individuals will not be considered as a rule unless there are very specific, proven benefits to the community
- It is a condition of the grant that successful applicants will be required to show proof of expenditure and submit relevant purchase orders/quotations/invoices etc to the Clerk.

2. Eligibility

The Council will consider applications from the following eligible groups:

- Registered Charities (if National, then there should be a proven benefit to local residents)
Community Organisations
- Voluntary Groups – run on a not-for-profit basis with a current bank account in the name of the group.
- The Council will consider applications from religious groups, but the application must show that the project will bring wider community benefit.
- Grants will not normally be considered from individuals

3. Criteria

- Grants will be given towards direct costs/expenditure for a wide range of purposes including marketing, professional fees or training costs, capital expenditure, refurbishment or development projects or events.
- Any grant received must be specifically for the project at purpose described in the application. Any changes to the objectives/purpose stated in your application, must first be discussed with the Parish Clerk.
- Whilst the Council does not require that applicants have match funding from other sources for their project, it should be stated on the application if other funding is being sourced.