

LONGBOROUGH PARISH COUNCIL – NOTES ON APPLICATIONS FOR COMMUNITY GRANTS

General - The parish council has powers to award financial support to organisations whose activities benefit all or some of the inhabitants of the parish (Local Government Act 1972 Section 137). Payments have to be in accordance with a set formula which is based on the number of electors in the parish and awards must be in keeping with the level of benefit the organisation provides to the parish. Applicant organisations do not have to be based in Longborough, but must deliver part/all of their service in the parish and have members who reside in the parish. The ratio of Longborough residents, to the total number of users of the activities or services provided, is taken into consideration. Money cannot be given to individuals, only organisations which have 2 or more members.

Contact details – please complete all the boxes including an email address. Please notify any changes of contacts, or bank details as soon as they happen as the council cannot accept responsibility for non-receipt of information and/or monies, if incorrect or out of date information is given. The Clerk shall notify all applicants when the council has met in September so please make sure the email address you provide is for someone who will be able to respond promptly.

What the grant will be used for – please provide as much information (attach quotes or other supporting material if you wish). The council will not under normal circumstances, provide funding for on-going day to day expenses. The application should be for a one-off project such as new equipment, essential repairs/renewals to premises or paying for leisure/recreation. Therefore, an application to assist towards paying fuel bills, or staff costs, will not be successful.

Amount of grant requested – The council can pay some or all of the cost of funding for your project within our budget constraints. If you are dependent upon funding from other sources to complete the project, please include this on your application stating each amount and total required.

If you have received grant assistance from the council in the past, please do not use the same reason for applying unless it is part of a bigger project with various phases towards completion.

Financial information – Double-check that the bank information you have provided is correct, and notify the council if any changes occur after you have submitted your form.

If you have any questions regarding grant applications, please get in touch with Jenny Walsh, Clerk to the Council – contact details shown below.

Please email your application to:

The Clerk to the Parish Council: clerk@longborough-pc.gov.uk *(This is a new address – make sure you use this and not our old address to submit your application)*

Post: Jennifer Walsh, 30 Sargent Square, Broadway, Worcs. WR12 7FE.

Enquiries to the Clerk on 01386 854735.

Closing date for applications is shown on the application form.



APPLICATION FORM FOR PARISH COUNCIL GRANT 2020

(Please read accompanying notes before completing this form)

NAME OF ORGANISATION:

**NAME AND CONTACT DETAILS
FOR PERSON REPRESENTING ORGANISATION:**

**NAME:
ADDRESS FOR CORRESPONDENCE:**

POST CODE:

TEL NO: **EMAIL ADDRESS (*essential*)**

HOW MUCH IS YOUR GRANT REQUEST? £
WHAT WILL THE GRANT BE USED FOR?

Please continue on a separate sheet if necessary and attach

FINANCIAL INFORMATION FOR PAYMENT OF THE GRANT

ORGANISATION'S BANK :

NAME ON ACCOUNT:

BANK SORT CODE (6 DIGITS)

ACCOUNT NUMBER (8 DIGITS)

Signed on behalf of organisation Date

PLEASE SUBMIT YOUR APPLICATION TO THE CLERK (DETAILS ON NOTES) **BY MONDAY 6TH JULY 2020**