



Wickwar Parish Council Small Community Grants Scheme

1. Purpose of grants

The aim of Wickwar Parish Council's Small Community Grants Scheme is to promote an active local community by recognising the part played by the voluntary sector and community organisations. The scheme provides financial support so that residents can benefit from an improved or increased range of services and activities. Grant applications must demonstrate a benefit to the parish in general, or to a defined section of parishioners (for example children, over-60s).

2. Who can apply?

- i. Any organisation or group which has an active bank or building society account may apply*. Groups that have received grants include advice groups, charitable organisations, baby and toddler groups, sports clubs, senior citizens and youth groups.
- ii. Applications from churches and schools will be eligible for consideration, subject to the Council's legal constraints on funding these organisations.
- iii. Grants may **not** be made to an individual, or a private organisation operated as a business to make a profit or surplus.
- iv. Grants will **not** be given to general appeals or national organisations (without a locally based group).

*Please note: If your organisation does not have an active bank or building society account please contact the Clerk for advice.

3. How much can I apply for?

The maximum grant that can be applied for is £500.

4. What can be funded?

The scheme provides "start-up" grants for new organisations, as well as grants to existing organisations for projects, equipment or events. Ongoing running costs will not normally be funded. Retrospective applications will **not** be accepted.

5. When can I apply?

Applications will be considered from the beginning of each financial year in April. Applications can be made at any time from April to the following March, but applications made later in the financial year may not receive funding if the Small Community Grants Scheme budget has been allocated.

6. Decision process

The grants scheme will be administered by the Clerk, who will decide on the eligibility or otherwise of any application. Eligible applications will be considered by Wickwar Parish Council at the next available Full Council meeting. Meetings are held on the first Wednesday of each month (no meeting in August). If an application is approved, cheques or BACS payments will be sent out to applicants shortly afterwards. The Council may decide to fund an application in full or in part, or may decide to refuse it.

Please note that a copy of the appropriate invoice/s will be required on completion of the project for which the grant was provided. The Parish Council reserves the right to reclaim any grant should it not be used for the purpose for which it was approved, or in the event of the group or organisation folding during the financial year in which the grant was approved.

7. Application process

Please complete an application form giving brief details of the project, event or equipment your grant would be used for, including approximate costs.

Completed forms may be emailed to the Parish Clerk, at clerkwickwarpc@gmail.com

Or posted to:

Wickwar Parish Clerk
22 Inglestone Road
Wickwar
Wotton-under-edge
Glos
GL12 8NH

The Clerk is happy to discuss any potential project before you apply.

clerkwickwarpc@gmail.com

07895 527353

Wickwar Parish Council Community Grants Scheme – Application Form

1. Organisation/ group name:

This must be the same name as that used on the bank account.

2. Describe the project/ equipment/ event this grant would be used for:

- *New groups should explain the purpose of any “start-up” grant and their plans for becoming self-supporting.*
- *Be specific about the amount sought and what it is for – i.e. a piece of equipment, furniture, event, staff training etc. Where appropriate, it is helpful to provide options with varying levels of grant sought.*

3. What is the total cost of the project/ equipment/ event?

£

4. How will this project/ equipment/ event benefit some/ all of the residents in the parish?

Please give numbers/ percentages where possible

5. How much are you applying for:

Maximum grant £500

£

6. If the grant does not cover the full cost of the project/ equipment/ event, how will the rest of the cost be financed?

7. Please include below any other information which you consider to be relevant to your application.

8. The following will be required upon completion of the project:

8.1 A copy of the appropriate invoice/s on completion of the project for which the grant was provided (e.g. for equipment or services).

8.2 A short report on the benefit/difference that the grant has made to the group and to the residents of the parish, will be required in the May following the award of the grant. A representative from your group may be invited to attend and/or present the report at the Annual Meeting of the Parish in May.

Please tick to confirm that you will provide an invoice/s.

Please tick to confirm that you will provide a report.

CONTACT DETAILS

1. Name of organisation/ group:

2. Contact person for this application: Mr/ Mrs/Miss/Ms * Other Title:

3. Position held (e.g. Chairman, Secretary, Trustee etc):

4. Address where the organisation is based:

5. Correspondence address (if different to the one above):

6. Email address:

7. Daytime telephone number:

8. Is your organisation/ group a registered charity: Yes/ No

If yes, please give Charity Commission Registered number:

9. Organisation/ group's bank details:

Bank:

Account name:

Account No:

Sort Code:

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Or posted to:

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Wickwar
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Gloucestershire
GL12 8NH