

## Parish Grant Scheme Application Criteria

1. The Scheme will support Community projects. Our contribution to a project will normally be up to a £1000.
2. The September bidding round will make up to £3,000 available for grant and the February bidding round will make up to £3,000 available (Subject to annual budget review).
3. Applicants residing within the parish can apply to the fund. Individual applicants may apply if proof of association to an established organisation can be supplied. Those outside the parish who can demonstrate direct benefit to the inhabitants will also be eligible to apply.
4. Applications will be considered for partial funding towards a larger project.
5. Applications must be submitted using Settle Town Council application form
6. Groups will be expected to supply the following accompanying documentation:
  - a. A copy of the most recent accounts.
  - b. A copy of the constitution or rules of the organisation or partner organisation
  - c. Proof that the applicants have a bank account with a minimum of two Signatories
  - d. 3 most recent monthly bank statements
  - e. Letter of support from partner organisation if the application is from an individual

There will be two deadlines for applications usually the second Friday of the month in September and second Friday of February. However, the Town Council will advertise availability of the scheme via the council's website.

7. Applicants are invited to attend a Town Council meeting prior to the deadline for submission if they so wish.
8. The awarding of a grant does not and will not imply any ongoing commitment by the council.
9. The activity being funded:
  - has not already taken place (retrospective funding is not permitted)
  - can demonstrate support in the Settle area community
  - has not received Settle Town Council funding over the past 12 months
  - has sympathetically considered the climate change implications
10. The funding can be used by the applicant at any time during the 12 months following receipt

11. The funding cannot be used to support any initiative or group more than once in a 12 month period. Unsuccessful applicants may apply again at the next round.
12. Funding will not be approved in respect of:
  - projects or activities that will only benefit an individual or an individual family or a private business;
  - political parties or trade unions or employers' associations or groups affiliated with any of these
  - lobbying or lobbying organisations
  - projects or activities that seek to promote a faith or belief as their main purpose
13. All projects awarded funding will be sent a monitoring form which must be completed and returned within 12 months of the grant being awarded. If a satisfactorily completed monitoring form is not submitted within twelve months of the funding being issued, a request will be made for the funding to be repaid within one month.
  - Written request for an extension of time or a change of use of grant may be considered.
14. Grants cannot be used to pay staff of the applying group. Grants can be use to pay for services provided for a specific event.
15. Grants cannot be used for overheads or normal operational costs.
16. Any item purchased by the grant immediately becomes the property of the applicant, and is covered by their constitution.

# Parish Grant Scheme September 2020/February 2021

## Application form

Name of Applicant:	
Organisation Name (full name and title)	
Contact Details Address	
Telephone	
E-mail	
<b>Description of Project</b>  Brief summary of what the project is and how it will benefit the local community. Please include how, when and where the project will be delivered and for how long.	
What are the full costs of the project (including VAT if applicable) Are you able to reclaim VAT	Y/N (circle as appropriate)
If this is a partially funded project, where is other funding from the project to come from? (Tell us the funder and the amount you expect from them)	Funder ..... £..... Funder ..... £..... Funder ..... £..... Funder ..... £.....
How will the funding be used? Please provide a breakdown of costs e.g. for venue, staff, equipment etc	

What contribution to these costs would you like from the parish council? If VAT registered please supply Ex VAT figure	£ .....
Is this contribution for a specific element of the project?	
What is the structure of your organisation?	Informal group <input type="checkbox"/> Registered charity <input type="checkbox"/> Other <input type="checkbox"/> Please give details below  .....

Supporting information checklist

Where relevant please ensure that the following documents are submitted with your application (accounts and bank statements must always be submitted).

	Tick to confirm enclosure
Group constitution or set of rules of applicant or partner organisation	
Copy of the most recent accounts	
Estimates for capital items and works over £500	
Three most recent months bank account statements	

I declare that the above information is true and complete and that if funding is secured for this project through the Community Grant Scheme I will:

- a) confirm that the application criteria has been read and understood.
- b) ensure that all publicity and promotional material produced during the delivery of the project will give full acknowledgement to the funding given by Settle Town Council
- c) if the project is offered a grant it must fully comply in utilising the grant within 12 months of the grant being offered.
- d) The grant only to be used for the project/activity set out in this application form
- e) Complete the monitoring form

For and on behalf of:

(insert name of organisation)

Signature:

Date:

**Supplementary information will be accepted.**

Please return to:

[clerk@settletowncouncil.gov.uk](mailto:clerk@settletowncouncil.gov.uk)

Rebecca Hill Town Hall Market Place Settle BD24 9EJ  
01729 823617

Deadline for submission: Friday 18<sup>th</sup> September 2020 for the October meeting or Friday 19<sup>th</sup> February 2021 for the March meeting.