



Rivenhall Parish Council

**SERVING THE COMMUNITY OF RIVENHALL IN
THE BRAINTREE DISTRICT IN THE COUNTY OF
ESSEX**

POLICY FOR THE CONSIDERATION OF GRANTS TO LOCAL ORGANISATIONS.

From April 2008

GUIDANCE NOTES.

Introduction.

A sum of money is allocated within the overall budget each year, by Rivenhall Parish Council, for the purposes of grant funding to local organisations.

These brief notes will assist you through the process of deciding whether or not your organisation is eligible to apply for grant funding. You are advised to carefully read through this information prior to completing the written application which is attached.

All funding via this scheme is provided for the benefit of people who live within the Parish of Rivenhall, therefore, consideration will be given to applications from groups, charities and non-profit making organisations that provide a service within that community.

Is your organisation solely a profit making organisation or part of a statutory government body?

YES

It is most unlikely that you will be eligible for a grant.

NO

Does your organisation operate within the Parish of Rivenhall or benefit a number of people who live there?

NO

You will probably not be eligible for a grant, but read the remainder of this information to make absolutely sure.

YES

Do you have any of the following:

- A formal constitution
- A set of rules which govern your organisation
- A committee who meet on a regular basis
- A set of annual accounts
- A registered charity number

YES

It is likely that you will be eligible to make a grant application and should read the remainder of these guidance notes

Grant Criteria Check List.

- Your group/organisation must be a charity, voluntary or non-profit making organisation.
- The group/organisation must benefit people who live in Rivenhall and/or Rivenhall End, Essex. Your group/organisation may operate outside the Rivenhall Parish boundary but a number of attendees/beneficiaries must live in the parish.
- A clear explanation of how the project will provide benefit to the community of Rivenhall will be required.
- The grant must benefit more than one individual.
- No more than one application in each financial year will be considered from a group/organisation.
- Only in exceptional circumstances will a grant of more than £500 be awarded to any one group/organisation.
- Evidence of the project costs will be required.
- Applications must be submitted to the Parish Clerk by the end of December in any year.
- Grant distribution will generally be made during April each year.
- All information requested on the application form must be completed.

Terms & Conditions of Grant.

1. The group/organisation must be able to produce at least one of the following:
 - A copy of a formal constitution.
 - A set of audited annual accounts (where the group/organisation has operated for more than one year).
 - Evidence that a governing committee is in existence and meets at least three times each year.
 - A document detailing the group/organisations' long-term aims and objectives.
2. Details of the group/organisations' staffing/volunteer structure and whether they receive a salary or remuneration of any kind.
3. The number of people within the Parish the grant is expected to benefit, this must be more than one person.
4. Suitable evidence of spending any grant awarded must be submitted to the Parish Clerk (e.g. a receipted invoice) within a maximum of six months from the grant being awarded.
5. Any grant not utilised for the purposes specified in the application form must be returned to the Parish Council.
6. Any grant awarded must be spent within one year of the date of receipt unless special authorisation has been given by the Parish Council to extend this period.
7. The group/organisation making the application must nominate a responsible person to be their group representative/correspondent.

If you have any questions regarding this guidance form, please contact the Parish Clerk.



Rivenhall Parish Council

SERVING THE COMMUNITY OF RIVENHALL IN
THE BRAINTREE DISTRICT IN THE COUNTY OF
ESSEX

GRANT APPLICATION FORM.

Name of group/organisation making this application:

.....

1. Appointed Representative:

Name:

Address:

.....

.....

Telephone:

Email:

2. Correspondence address (if different from above):

Name:

Address:

.....

.....

Telephone:

Email:

3. Amount of Funding:

Have you previously applied to Rivenhall Parish Council for funding?

YES

NO

Total amount of grant requested in this application
£.....

Have you applied to any other organisation for funding?

YES

NO

If 'yes' please state the amount applied for £.....

4. Please indicate who will benefit from this grant:

.....
.....
.....
.....
.....
.....
.....

5. About your group/organisation.

Please provide a brief description of your organisation; e.g. what is the purpose of the organisation, how often, where and when do you meet, is it a registered charity - if so, please give the charity number.

.....
.....
.....
.....
.....
.....
.....

6. Details of your project.

Please give details of your project and how this grant assistance will assist you.

.....
.....
.....
.....
.....
.....
.....

7. Cost of Project.

Please provide details of the overall project costs to which this application relates. If necessary you may attach supporting evidence.

.....
.....
.....
.....
.....
.....
.....

8. Committee and Staffing Structure.

Please provide details of your group/organisations' structure and whether any of these are paid employees.

.....
.....
.....
.....
.....
.....
.....

9. Proof of spending.

If you receive a grant how will you provide evidence of spending e.g. receipted invoices, visit to premises etc.

.....
.....
.....
.....
.....
.....
.....

10. Other information.

Please ensure that the group/organisations' documents, as detailed in the guidance notes, accompanies this application.

Is there any other information you wish to provide in support of this application?

.....
.....
.....
.....
.....
.....
.....

11. Completion of Form.

Please ensure that you have completed all sections of this form and attached any required documentation.

Then forward it to:

Clerk to Rivenhall Parish Council
23 Mersey Road,
Witham, CM8 1LL