



GRANTS TO LOCAL VOLUNTARY OR CHARITABLE ORGANISATIONS - GUIDANCE NOTES FOR APPLICANTS

Please read these notes carefully when completing the form. It will help to ensure that all the necessary information has been supplied and that your organisation's application can be considered by the Parish Council without delay.

About the Grant Scheme

The Council has a discretionary power to assist local voluntary or charitable bodies who provide services to residents within the Parish of Clipstone, by making grants or donations available to them. It does that by making provision in its annual budget. In exchange for that discretionary power, the Council must act responsibly by ensuring that any grant or donation made is in proportion to the benefit that Clipstone residents can or will realise. Grant awards are made in good faith by the Council for the advancement and benefit of Clipstone and its residents.

Aims of the Grant Scheme

- To encourage and support the activities of local voluntary or charitable organisations within Clipstone
- To promote new community initiatives where real additional benefits are offered to advance a sense of community at Clipstone

Application Process

The application form must be supported by financial statements and/or balance sheets over the previous two years, or business plan as appropriate. Once submitted, application forms and supplementary information will be checked for completeness and validity. Council officers will be in touch during this process so that applicants have an understanding of when their application will be placed on an agenda for consideration by Council.

Applying organisations may speak in support of their application at the Council meeting it is being considered at.

Terms and Conditions of Grant Awards:

If Council supports the application for a grant or donation, it will confirm the

amount of money granted. The terms and conditions of any grant or donation are:

- grant monies must be used for the specific purpose approved
- acknowledgement of the grant monies must be made either on the organisation's website, social media page or promotional literature
- grant recipients must submit a report for Council within a year of receiving the grant monies to detail how the grant was spent and the benefit it made to Clipstone
- if the funding is not used within a year then the Council may seek the unused funding be returned
- that a representative from the organisation attends the next Annual Town meeting to explain to the Clipstone community in attendance how the grant funding has been spent and the benefits that it brought to Clipstone

More Information

Application Forms and Guidance Notes are available on our website:
www.clipstoneparishcouncil.org/community/grants

Or on request from: admin@clipstoneparishcouncil.org

Or by calling the Parish Council office: 01623 626857

COMPLETING THE APPLICATION FORM

PART 1

Who can apply?

Any organisation that:

- Provides services that will directly benefit the area and residents of Clipstone
- Is independently established for charitable, benevolent, or philanthropic purposes
- Has a constitution or written document setting out its aims and objectives
- Has a bank or building society account in its own name
- Can provide audited or, for smaller organisations, signed accounts for the last two financial years
- If starting up, has a feasible project or business plan

We will not grant funding to:

- National organisations, or local bodies with access to funds from national 'umbrella' or 'parent' bodies unless funds are not available from their national bodies, or funds available are inadequate
- Private concerns operated as a business
- Charitable trusts seeking capital to add to their investments
- "Upward funders", i.e. local groups whose total fund raising is sent to their Central HQ for redistribution
- Church Councils or Faith Groups including applications from voluntary groups linked to a church or religious body
- Individuals seeking sponsorship
- Parent/teacher organisations

Membership/Beneficiaries

Please provide the number of people who live in Clipstone who can expect to benefit. The Council can upon request provide assistance with this information.

PART 2

The Grant Scheme could support the following types of expenditure:

- Equipment
- Training
- Hire of premises
- Information or publicity
- Other project costs
- Start-up or development costs for new community groups

Please note that grant funding will not support:

- Grant funding requests made retrospectively
- The running costs of an organisation unless it would otherwise be to the detriment of Clipstone.

PART 3

Please provide details of other grant awarding bodies that the organisation has approached, the status of the other applications and the amount of money requested. If the organisation benefits people from the surrounding area, please also consider applying to the appropriate Parish Council for assistance too.

PART 4

The Council will not normally fund organisations who have reserves in excess of twelve months operating costs.

The Council requires recipients of grants to submit a report within twelve months confirming how the money has been spent and explaining what difference the grant made. Photographs of the project would also be appreciated. A representative from the organisation must commit to attending the next Annual Parish meeting to explain to the Clipstone community in attendance how the grant funding has been spent and the benefits that it has brought to Clipstone.

QUERIES IN RELATION TO YOUR APPLICATION SUBMISSION

If you are not sure whether your organisation meets the criteria or you have any questions, please phone the Parish Council office: 01623 626857 or contact us via email: admin@clipstoneparishcouncil.org

SUBMITTING YOUR APPLICATION

Application Forms are also available by email from:

admin@clipstoneparishcouncil.org

or to download from the website:

<https://clipstoneparishcouncil.org/community/grants/>

or call the Parish Council office: 01623 626857

Applications may be submitted by email to:

finance@clipstoneparishcouncil.org

or by post to:

The Responsible Financial Officer
Clipstone Parish Council
The Village Hall
Church Road
Clipstone
Nottinghamshire
NG21 9DF