



Ulceby Parish Council Application for Grant Funding

Please read the attached guidelines prior to completing this form. Applicants are asked to provide as many details as possible to enable the Parish Council to decide on eligibility. You may attach more information on separate sheets if necessary.

NAME OF GROUP _____

MAIN CONTACT _____

POSITION IN GROUP _____

ADDRESS _____

_____ POSTCODE _____

TEL NO. DAYTIME _____ EVENING _____

E-MAIL ADDRESS _____

SECOND CONTACT _____

ADDRESS _____

_____ POSTCODE _____

TEL.NO. DAYTIME _____ EVENING _____

E-MAIL ADDRESS _____

REGISTERED CHARITY YES NO

CHARITY REGISTRATION
NO. (If applicable) _____

WHERE DOES YOUR GROUP NORMALLY CARRY OUT ACTIVITY?

ABOUT YOUR ORGANISATION

THE GROUP CHAIR	Name	Address
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Contact No.

SECRETARY

Name

Address

Contact No.

TREASURER

Name

Address

Contact No.

HOW LONG HAS YOUR GROUP BEEN ESTABLISHED?

CONSTITUTION

DO YOU HAVE A CONSTITUTION? YES NO

HAS IT BEEN ADOPTED? YES NO

DOES IT COVER EQUAL OPPORTUNITIES? YES NO

DOES IT COVER THE PLANNED ACTIVITY? YES NO

SAFEGUARDING/ CHILD PROTECTION POLICY (IF RELEVANT)

IS THERE A POLICY IN PLACE? YES NO

BANK ACCOUNT

IS THERE A BANK ACCOUNT? YES NO

BANK NAME

.....
APPROX HOW MANY USERS?

PROJECT DETAILS

What is the total anticipated cost of this project or activity? £ _____

Have you received funding from other sources for this project or activity?
YES NO

If so, how much? _____

If so, where from? _____

Is this for new work, or to continue funding existing work?
 New Existing

Have you ever received grant funding before from Ulceby Parish Council?
Yes No

Please give us a brief description of the project or activity for which you are requesting a grant:

Amount of grant requested from Ulceby Parish Council : _____

Please enclose breakdown and evidence of costs:

Type of Cost	Total Cost (inc. VAT)

When will your project start and when do you expect it to finish?

Start date _____ Finish date _____

Please tell us how many people will benefit from this project and what difference it will make?

Successful applicants will be asked to sign an agreement to undertake simple monitoring tasks. These will be agreed between Ulceby Parish Council and the applicant organisation. It is expected that the group will continue to work with Ulceby Parish Council during the agreed period of monitoring.

DECLARATION (to be completed by TWO of the organisation's officers)

I certify that the information given above is correct to the best of my knowledge

Signed Date

Position

Signed..... Date.....

Position.....

MONITORING AND EVIDENCE REQUIRED AFTER THE GRANT

The information required, and the date that it is due by, will be shown on your grant offer letter if you are successful. You will be expected to comply with the requirements or you may be asked to re-pay the grant.

Data Protection

All records kept for the purpose of this application are kept within the requirements of the Data Protection Act.

All information contained in this form is to the best of my knowledge correct.

Signature

Position in group

Name

Date



Ulceby Parish Council

Guidelines for Grant Applications

Application for Financial Assistance

Ulceby Parish Council can offer financial grants, subject to the availability of funds, intended to support locally-based groups, organisations or events that will benefit residents in the Parish of Ulceby. The objective of any application should be broadly in line with those contained in the Ulceby Parish Plan strategic document, published online at <http://www.ulceby.net/pplanmenu/parishplan.htm>

As the Parish Councillors are responsible for ensuring public funds are allocated in a proper manner, all applications are carefully considered and scrutinised before a decision may be made. Applications for either total funding, or match/ part funding may be made, and the Clerk to the Council will be pleased to offer assistance with applications wherever possible.

Who can apply?

- Properly constituted, local voluntary, not-for-profit, sporting or charitable groups based in the Parish of Ulceby.
- Regional or national charitable groups that undertake work in Ulceby, or provide assistance to directly benefit residents located in the Parish of Ulceby.

What can grants be used for?

- Capital purchases (equipment, fixtures and fittings etc.) or a contribution to the costs of any new or replacement equipment that may be utilised by the group in its routine activities. Priority is given to those projects that directly reflect the objectives of the Ulceby Parish Plan document.
- The costs, or a contribution to the costs, of an event or specific activity produced by a group located in Ulceby Parish.
- Underwriting or directly funding the startup costs incurred in establishing a new voluntary or charitable group.

General Conditions

- Applications must be made in advance. **Grants cannot be given for money already spent**, and grants must be spent within the year solely for the purpose for which they were awarded.
- As a condition, Ulceby Parish Council requires follow-up information in the form of feedback or a summary report to enable it to gauge the effectiveness of its funding. Evidence of the agreed expenditure must also be provided. The nature of monitoring is agreed individually. If you do not comply with this requirement you may be asked to re-pay the grant.
- If an organisation dissolves then Ulceby Parish Council would expect the organisation to repay the grant awarded or give a written explanation as to why it is unable to do so.
- The Award of a grant does not set a precedent for funding in future years.

Contd...

Who decides about eligibility and when are grants awarded?

Applications are considered on their merits by members of Ulceby Parish Council to ensure they comply with the above criteria.

Final decisions for funding awards of £500 or more are made at Parish Council meetings in January and June. Otherwise they are dealt with as they arise each month, at the monthly Parish Council meeting. These are normally held on the third Monday of each month, so applications should be submitted preferably two weeks before then.

Completed Application Forms and supporting documents should be returned to Mrs K Pickering, Clerk to Ulceby Parish Council, Hillgarth Farm, Ulceby, North Lincs. DN39 6TT.