

APPLYING FOR A GRANT

The Parish Council is keen to make grants which will enhance the life of the Parish, and encourages applications for grants.

That being said, the Council wishes only to assist or facilitate deserving projects or activities. In plain speak, it will consider making a small payment towards defraying expected costs, but will not bear the lion's share.

I am often asked what this means in practice and how applications should be made.

The fact is that every grant application is different, and there is no right way of submitting an application.

What I can say is that applications are decided by the Council – not by me - when Councillors meet in a plenary session. Because the money disbursed is from the public purse it is also very important that there is a clear paper trail which justifies any payments made.

With the above in mind, applications should be in writing.

When you write your letter or email (which should be sent to the Clerk as the Officer of the Council), imagine yourself as a councillor receiving it, and think of the information that he or she would wish to have:

INFORMATION	EXAMPLE
who is applying	John Smith, Treasurer
for (or on behalf of) whom	Eldersfield Tiddlywinks Society
what does the organisation do	organise tiddlywinks championships
how does that benefit the community	tiddlywinks has a small but growing following within the parish and serves as a point of cohesion for parishioners
how much is being requested	£50
how will it be spent (and the benefit therefrom)	the Purchase of a new set of tiddlywinks, the present set having reached the end of its life
what proportion of the total spend will it represent	25%
the steps you have taken to secure that money from other sources	members will contribute the balance
and why that money is not available from elsewhere;	a request was made to The National Tiddlywinks Society but was declined.
what would happen if the Council refused;	the tiddlywinks championships planned for this year would be delayed or cancelled
- and how and where you would like the cash paid!	bank transfer to: bank account 12345678, BSC 12-34-56, Eldersfield Tiddlywinks Society

Please note that Councillors expect to have before them at the start of the meeting all facts relevant to the decisions they are being asked to take. Do not assume that you will be permitted to make good any shortcomings in your application during the course of the meeting.

Lastly, you may wish to note that by law the Council may not make decisions on matters which do not appear on the Agenda, and that the Agenda is set and distributed to Councillors at least three clear business days before the meeting, and may be circulated up to ten days before the meeting. Accordingly, if you have in mind to make an application, it would be wise to contact me as early as possible.

If you have any questions, do please phone or email me.

J L Gabbott
Clerk

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