

INSTOW PARISH COUNCIL GRANTS

Instow Parish Council seeks to support projects or services run by local community groups and voluntary organisations within the Instow Parish.

The following guidance notes and eligibility criteria will help you determine whether you can apply.

Help and advice on completing this application, is available from the Parish Clerk, telephone 07760 800553 or email instowparishclerk@gmail.com

Eligibility Criteria

1. The project or service **must be** located within the Parish of Instow
2. The organisation applying for the grant **must be not-for-profit** and be able to supply:
 - A quote or similar evidence for each cost
 - Bank account details in the name of the organisation
 - Annual accounts
 - A constitution, standing orders or similar
3. As part of the monitoring process, successful organisations may be required to make a presentation to the Parish Council on the project, activity, service or equipment.
4. Grants are awarded on a one-off basis and there should be no expectation of future funding

The Grant Process

1. Identify your project and how much it will cost
2. Complete the application form (electronically if possible) and email it, with supporting documents to the Parish Clerk at instowparishclerk@gmail.com
3. You will be notified if your application has been successful.

Funding CAN be considered for:

1. Not-for-profit community and voluntary organisations located within Instow Parish
2. Core running costs, specific projects, facilities, equipment, piloting of services

Funding can NOT be considered for the following:

1. Activities outside the Parish Council area
2. If your organisation already has substantial financial resources available
3. Individuals
4. Fund-raising events
5. Projects that promote religious belief or political activities, though religious organisations can apply for funding for community projects
6. Applications from Schools will not be considered, but Parent Teacher Associations are able to apply
7. Retrospective funding or expenses that have already been incurred
8. Donations

Note: This application form should be completed electronically, and submitted by email. You can move between the fields with your tab key, or by clicking into it with your mouse. It is important that you answer all the questions as failure to do so may result in delays to your application.

Name of Organisation	
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Contact name	
Contact Address	
Daytime Telephone	
Email address	

Group Type	<input type="checkbox"/> Community Group <input type="checkbox"/> Registered Charity Charity Registration No <input type="checkbox"/> Other (please specify)
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VAT Registration Number	
<i>Note: If your organisation is VAT registered, you cannot include any VAT in your application. If your organisation is not VAT registered you can include this amount in your application</i>	

What was your organisation's total income for last year? £
What was your organisation's total expenditure for last year? £
What are your organisation's reserves? £
What is the period of your latest accounts? £

Project Detail (<i>Note: this should be a brief description</i>)

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How much Grant Funding are you requesting in this application? £

Note: You **MUST** provide a quote or similar as evidence of your project cost. Your application will not be accepted if it is not supported by a quote. Where costs can be variable, such as building works etc 2 quotes are required

Before you submit your application:

Have you:

 Attached quotes for the cost of your project?

You may be asked for copies of the following documents. Please confirm that you have these and are able to supply copies on request

 Constitution, Standing Orders or similar Annual Accounts

I hereby declare that I am authorised to sign this application on behalf of my organisation, and confirm that the information I have provided on this form is correct.

Signed	
Print name	
Dated	
Email submission	<input type="checkbox"/> Please check this box if submitted by email (signature not required)

Please use this section for any additional information in support of your application