

GRANT APPLICATION FORM 2021-2022

Shinfield Parish Council offers a limited number of grants each year to organisations, clubs and charities which provide a service in the parish to its residents. Grants are generally awarded at the beginning of the financial year, although late applications may be considered.

All grant applications must be made using this form. Applicants must read the criteria and conditions carefully and supply the relevant information. The outcome will be notified in writing and in certain circumstances the grant may only be awarded if specific conditions are met. There is no appeal process if an application is turned down.

Grant Payment will be by way of Bank Transfer – please supply details

Please complete all sections of this form. You may expand the boxes if necessary.

Name of Organisation:

Wokingham Job Support Centre

Grant request from Shinfield Parish Council: £ 500

For what purpose is the grant to be used? How will it benefit the residents of Shinfield Parish?

We are requesting **£500** as a contribution to our running costs and the support we are providing to Wokingham residents and the wider Community. Due to the impact of the Virus we have been unable to provide a full service over the past year. We have recently re-opened our Centre and your contribution will enable us to keep this important local service available as we anticipate increased demand for our services as the impact on the economy is felt and furlough payments end.

Have you applied to any other organisation for funding for all or part of this project/expenditure? If so, which organisation, and how much?

We are funded by nearly all the Town and Parish Councils of the Borough and including the Borough Council. See attached accounts for full details.

About your Organisation :

Briefly describe the role of your organisation within Shinfield Parish.

To assist those looking for a new job in Wokingham Borough to gain skills, tools and techniques, giving them the best chance to be successful in their job search, particularly as recruitment is moving increasingly on line.

Where are you based? Wokingham Town Centre

Number of members in your organisation? We have 3 Trustees, two staff, 8 volunteers and in the year ending March 2020 we had 148 new clients making 684 client visits.

Contact for this application:

Title: First name: Surname:

Position held in organisation: Trustee and Treasurer	
Contact address WJSC, Cornerstone Building, Norreys Avenue, Wokingham, RG40 1UE	
Postcode:	Telephone Number: [REDACTED]
Email address: [REDACTED]	

DECLARATION

**The following declaration must be completed by a senior contact
on behalf of the applicant organisation.**

I apply for grant aid on behalf of: __Wokingham Job Support Centre____
I declare that:

- the organisation named in this application form has authorised me to sign this application on their behalf;
- I have noted the conditions under which grants are awarded by Shinfield Parish Council;
- I confirm that if successful, I and the organisation which I represent, will abide by the conditions.

I undertake, on behalf of the organisation, any grant or such part as Shinfield Parish Council may determine, will be repaid if:

- The organisation is found to be in breach of the criteria and conditions applied to the grant;
- The grant ceases to be used for the purpose(s) for which it was given.

I certify that the information given in this application is true and confirm that the enclosures are current, accurate and adopted or approved by our organisation.

Signed: _____

Date: 4.5.21

Name: (Block capitals): [REDACTED] **Position in organisation:** Trustee and Treasurer ____
Additional information required (please tick the box if included with your application)

Accounts	Yes
Balance Sheet	Yes
Annual report (if available) /Financial Statement	Yes
Other - Bank Account Details for Payment	Yes
Bank Name	[REDACTED]
Bank Sort Code	[REDACTED]
Bank Account Number	[REDACTED]

GRANT CRITERIA

The Parish Council seeks to maintain a balanced provision of grants with the principles of best value being applied in considering all applications.

1. Grants to organisations or charities serving in the community as a whole will take priority.
2. The purpose of the grant should be in the interests of, and bring direct benefit to, the parish or its residents.
3. The grant may be a contribution to the funds of a charitable body for the furtherance of its work in the local community.
4. Grants are not awarded retrospectively.

CONDITIONS OF GRANT

1. All organisations applying to Shinfield Parish Council for a grant must comply with Shinfield Parish Council's general criteria. The applicant organisation must complete all sections of Shinfield Parish Council's grant application form, including the declaration.
2. All organisations receiving grants will be required to acknowledge the grant and comply with any conditions specified.
3. All organisations receiving a grant should acknowledge Shinfield Parish Council's support in publicity and promotional activities. Shinfield Parish Council reserves the right to publicise the grant award in its own promotional material (for example, the parish newsletter, Annual Report)
4. As part of its application, the organisation must submit the following information: constitution or terms of reference, accounts/financial statement, annual report (if available) and balance sheets and latest available accounts.
5. Shinfield Parish Council reserves the right to monitor the way in which grants have been spent; organisations in receipt of grant aid must follow Shinfield Parish Council's monitoring requirements. For all grants awarded this will require the completion of a grant monitoring form giving the following information:; how the grant has been spent (copies of relevant invoices and receipts may be required); a statement of accounts for the year in which the grant has been made; evidence of benefit to Shinfield Parish, e.g. number of beneficiaries resident in Shinfield Parish.
6. Shinfield Parish Council reserves the right to seek to recover the grant and/ or any moveable equipment bought with the grant money if the organisation ceases to exist, or if the grant is not used for the purpose(s) in the original application to Shinfield Parish Council, or if the conditions of the grant are not met.