

GRANT APPLICATION FORM 2020-2021

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.

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

Name of Organisation: Shinfield Parish Volunteer Group

Grant request from Shinfield Parish Council: £540

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

Contribution toward the room hire charge for a Social Seniors Tea Bar

Have you applied to any other organisation for funding for all or part of this project/expenditure? If so, which organisation, and how much? No

GRANT APPLICATION FORM 2020-2021

Shinfield Town Council offers a limited number of grants to help with the running of clubs, societies and other groups in the town. Grants are given to help with the running of the business and the running of the club or society.

All grant applications must be made by 15th March. Applications must be made to the Clerk of the Council. The Clerk will be responsible for the distribution of the grants. The Clerk will also be responsible for the collection of the grants.

Please complete all sections of this form. You may expand the boxes if necessary.
Name of Organisation: Shinfield Town Football Club

Grant request from Shinfield Town Football Club

For what purpose is the grant to be used? Please write clearly and briefly.
Football

Contribution towards the cost of the club for a season.

Have you applied to any other organisation for funding for the purpose of this project? Please state the name of the organisation and how much you have received.

About your Organisation :

Briefly describe the role of your organisation within Shinfield Parish

Shinfield Parish Volunteer Group was formed approximately 15 years ago to implement the Voluntary aspirations of the Shinfield Parish Community Plan 2011 -2021.

Meetings have not taken place regularly in recent years. Instead the membership call upon one another as and when required or a meeting is convened by the Chairman to address a particular issue.

Current Active Membership working in support of Shinfield Parish

Philip Green, Chairman

Ray Sharp - Ramblers Association (Recently installed kissing gate in SPC paths)

Patricia Green – Spencers Wood History Society (Currently working on SPC walks leaflets)

Dr. Elaine Butler – Producer of SPC Parish Plan (Currently working on SPC Walks leaflets and Trees of Interest labelling project)

Ian Young and Kerry Taylor – Computer Club. (The computer club provides low cost assistance to help Shinfield Seniors come to grips with laptops, tablets email and the internet)

Shinfield Voluntary Car Service (provides free transport for medical appointments for the elderly and other community transport support)

Sheila Atack Accounting Services. Treasure for Car Service, Computer Club and other SPVG activity as and when required.

Janice King – Voluntary caterer

Eddie Brown – Shinfield Parish Council representative

Where are you based?

Shinfield

Number of members in your organisation?

10 as above together with a network of supporting volunteers

Contact for this application:

Title: First name: Surname:

Position held in organisation: Chairman

Contact address

Postcode: Telephone Number:

Email address:

DECLARATION

DECLARATION

I am a member of the [Organization Name]

Postcode: [Postcode] Telephone: [Telephone Number]

Consent is given for the [Organization Name] to use my name and photograph in any way it sees fit.

I am a member of the [Organization Name] and I agree to the following conditions:

Title [] First name [] Surname []
Address []
Postcode [] Telephone []

Consent for the [Organization Name]

I am a member of the [Organization Name] and I agree to the following conditions:

Number of members in your organization []

Signature []

Witness []

John Brown - Sheffield Football Club

Address - []

Activity - []

These [] are [] to be used for []

and [] and []

Sheffield Football Club []

help []

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

I apply for grant aid on behalf of: Shinfield Parish Volunteer Group

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 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: 16/06/21

Name: (Block capitals):

Position in organisation: Chairman, SPVG

Additional information required (please tick the box if included with your application)

Accounts	
Balance Sheet	
Annual report (if available) /Financial Statement	
Other – Bank Account Detail for Payment	
Bank Name	
Bank Sort Code	
Bank Account Number	

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.

