

## GRANT APPLICATION FORM 2018-2019

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:**  
St Mary's Church, Shinfield

**Grant request from Shinfield Parish Council: £ 1180**

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

**£500 Provision of petting farm at Shinfield winter fayre held at the church / church hall.** The winter fayre provides a non- religious environment at which all parts of the community can meet and enjoy time together. The petting farm is particularly attractive to children and their parents.

**£300 Provision of materials to enable the Shinfield Christmas tree festival held in the church.** The Christmas tree festival provides a non- religious environment at which all parts of the community can meet etc. The format of the event is getting a bit tired thus we want to introduce some new elements to the event like flower arrangements and new decorations / trees.

**£220 for heating the church used as the venue for the Christmas tree festival. (£10 per hour for 2 days of event plus setup / take down time)** As part of the event refreshments are provided along with Christmas music. This is non- religious environment at which all parts of the community can meet and enjoy time together. Local groups all contribute to the event to celebrate Christmas. The event is free to enter and provides local entertainment at a time of year which can be expensive / the winter months restricting outdoor activities.

**£160 heating the church hall for dads and Kids playgroup. (£10 per hour for 4 events in winter months)** The Dads and Kids playgroup is held bi-monthly on a Saturdays in the church hall. This group is unique in it nature enabling men with children living in the parish to make friends and enjoy time with children. A wide range of toys and activities are provided at each event.

All of the above events are well advertised via various formats including, the Loddon Reach magazine, flyers, road side banners and on line via our website and Facebook groups to the local community.

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 have not applied to any other body to fund the above items.

**About your Organisation :**

Briefly describe the role of your organisation within Shinfield Parish

We provide two venues in the parish, the church and church hall, which are used by multiple local community groups along with the religious aspect of the church and affiliated primary school.

Where are you based? **Shinfield Village**

Number of members in your organisation? **We have around 70 persons named on the church electoral roll**

**Contact for this application:**

Title:  First name:  Surname:

Position held in organisation: PCC member

Contact address 4 Arborfield Road, Shinfield Reading

Postcode: RG2 9DY Telephone Number: 07811221506

Email address: [Prossm2@gmail.com](mailto:Prossm2@gmail.com)

## 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: St Marys Church

I declare that:

## **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.

- 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: M Prosser

Date: 18-10-19

Name: (Block capitals): M PROSSER

Position in organisation: PCC Member

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

Accounts	
Balance Sheet	
Annual report (if available) /Financial Statement	
Other	