

**Shadforth Parish Council
covering Sherburn Hill, Ludworth, Shadforth
Small Grants Application Form**

Guidelines

Shadforth Parish Council allocates grants to help groups and organisations based in the three villages to provide activities or amenities for residents. Grants of up to £300 are available. We may occasionally consider larger grants.

The group requesting funding **must** be based in the parish, but exceptions will be considered if it can be shown that the project benefits local people from Sherburn Hill, Ludworth or Shadforth.

The group must have a constitution and be able to provide 3 months accounts and a bank statement if requested.

The activities that are eligible for funding must support at least **one** of the aims listed below:

- Increase community connection and reduce isolation
- Improve health and wellbeing
- Improve the environment in a sustainable way.
- Increase social interaction between the villages

Applications must be made before any expenditure is incurred. Applications must explain:

- What the grant is for and if they are receiving or seeking funding from any other sources.
- Which aims it supports and how it will deliver its objectives
- Who and how many people will benefit

Applications should be submitted at least ten days before the next parish council meeting It will then be considered at the meeting, and groups will be notified if their application has been successful within 5 working days after the meeting. Meeting dates can be found at www.shadforthpc.co.uk, or be emailing the parish clerk - shadforthpc@hotmail.co.uk

SECTION 1 – To be completed by the applicant (Please complete all sections)		
Project Name		
Name of Organisation:		
Contact Address		
Contact Name		Telephone No.
Email address		
Bank account details	Account Name -	
	Account Number -	
	Sort code -	

<p>Are you a “not for profit” organisation based in the parish, with a governing document, annual accounts and bank account in the name of the group with at least 2 unrelated signatories? We reserve the right to request evidence of this if necessary</p>	<p>Yes / no</p>	<p>Charity or Company Registration Number if applicable</p>	
<p>Brief description of project to be funded</p>			
<p>What will be the main outcomes of the project ? (Please relate these to the aims in the guidelines at the start of this form)</p>	<p>1 2 3</p>		
<p>Who will benefit from this funding? How many people will benefit from this funding?</p>			
<p>Start Date</p>		<p>End Date</p>	
<p>Amount Requested</p>	<p>£</p>	<p>Total Project Cost</p>	<p>£</p>
<p>Do you have funding from any other sources for this project</p>	<p>Yes / No If yes, please outline how much other funding, and its source</p>		
<p>Do you have all necessary permissions, insurances, safeguarding arrangements etc. in place to deliver this project?</p>	<p>Yes / No Please give details</p>		
<p>Is a risk assessment in place for the project?</p>	<p>Yes / No If No, please give details</p>		
<ul style="list-style-type: none"> • I confirm that I am authorised to sign this declaration on behalf of the applicant organisation. • I confirm that this application and proposed project within it has been authorised by the management committee or other governing body or board. • I confirm that the information given in this application is true. 			

- I confirm that the organisation will not use this grant to pay for any spending commitments it has made before the date of this application.
- I confirm that the grant will be used for the purposes detailed within this application and that where costs incurred are less than the grant offered the organisation will return any unspent grant to the Council when requested unless permission is granted for it to be used by the applicant for an acceptable purpose.
- The organisation shall ensure that all parties involved with the project comply with their legal obligations. (We reserve the right to request evidence of this if necessary).
- I confirm that if requested, I will supply a copy of the organisation's constitution and recent accounts and bank statement.

Signed (on behalf of organisation)	Signature Role in organisation		Date	
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Please return completed forms to Annette Simpson, Parish Clerk by email: shadforthpc@hotmail.co.uk

SECTION 2 – Application approval - to be completed by the Parish Councillor(s)

Councillor Name	Councillor Signature	Date	Declaration	Amount
			Yes/No	
			Yes/No	
			Yes/No	
			Yes/No	

<p>Declaration of Interest</p> <p>A declaration of interest is required by law. If you are in doubt as to whether you should declare an interest please contact the Clerk of Shadforth Parish Council – shadforthpc@hotmail.co.uk</p>	<p>If you, a member of your family, a business partner or close friend will benefit financially or otherwise from this expenditure please give details below:</p>
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Data Protection Act 2018

Shadforth Parish Council complies with all relevant statutory obligations. Personal information processed by the Council will be handled in accordance with the Council's Contact Privacy Notice, which can be accessed on our Website

If you have any concerns about how your data is handled, please contact the Clerk, Shadforth Parish Council or the Information Commissioner's Office casework@ico.org.uk.