



Denby Dale Parish Council

SMALL GRANT APPLICATION FORM

The information on this form will help the Parish Council process your application. There are help notes available for each question, but please contact us if there is anything you do not understand.

Q1. Contact details

Name of organisation

Address

Postcode

Contact person

Name

Position

Daytime phone number

Evening phone number

Email address

Q2. About your organisation

What type of organisation are you?

- Unregistered community group/club/society
- Registered charity
- Other (please state)

Do you have a Constitution or a set of rules?

Yes

No

Q3. About your organisation

When did your organisation start? (Please give date)

What does your group or organisation do?

Q4. Where do you work? (Note: we only fund grants to organisations who work in the Denby Dale Parish)

Village/s within the parish

Q5. Does your work happen outside of the Parish?

Is any of your organisations' work carried out outside of the Parish?

Q6. How would you describe the people you mainly work with?

- Children under 16
- Young people under 25
- Older people over 60
- Disabled people
- People of minority ethnic origin
- Other (please state)

Q7. How many people take part in your organisation's activities each year?

How many people take part in your organisation's activities each year?

Q8. How many people are involved in running your group?

Management Committee members

Full-time staff

Part-time staff

Volunteers (not including Management Committee)

Q9. What is your organisation's income?

Financial Year (please state)

Income £

Expenditure £

Reserves £

Q10. Describe the project or activity you want the grant for

[Empty text box for describing the project or activity]

Q11. Why is the activity needed?

[Empty text box for explaining why the activity is needed]

Q12. How will you know if the project is a success?

Q13. Explain what steps are being taken to make the project sustainable and environmentally friendly

Q14. How much will the project cost in total?

£

Q15. Where will the money come from? (Please indicate if money already secured)

Denby Dale Parish Council	£
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	£
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	£
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	£
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Q16. Have you received funding from Denby Dale Parish Council Before?

If yes please give details:

Q17. What are you asking us to fund with the grant?

Item	Total cost	Requested from Denby Dale Parish Council
	£	£
	£	£
	£	£
	£	£
	£	£
Grand total	£	£

Declaration

1. I am authorised to make the application on behalf of the above organisation
2. I certify that the information contained in this application is correct
3. If the information in the application changes in any way I will inform the Parish Council
4. I give permission for Denby Dale Parish Council to record the details of my organisation electronically and to contact my organisation by phone, mail or email with information about its activities and about funding opportunities
5. If the application is successful I give permission for Denby Dale Parish Council to publicise the project in local media and on their website.

Signed	Date
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Checklist

Please enclose the following with your application. We will only process your application when we have received them.

Latest annual accounts <input type="checkbox"/>
Constitution or set of rules (if not applicable please state so) <input type="checkbox"/>
Copy of bank statements for past six months <input type="checkbox"/>
Copies of written estimates or catalogue pages if you want a grant for equipment/capital items <input type="checkbox"/>

Send completed application forms to:

**Denby Dale Parish Council
24 Commercial Road
Skelmanthorpe
Huddersfield
HD8 9DA**

Tel: 01484 861239/Email: clerk@denbydale.com

Please keep a copy of this application for your own records.

Please refer to the guidance notes before completing the application form.

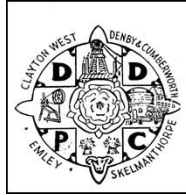
For internal admin use only

Date application received:

Application meets criteria: Yes No

Meeting/minute record number:

Applicant notified of outcome of application (date):



Denby Dale Parish Council Small Grants Scheme

Guidance and support for applicants

The Small Grant Scheme now runs **throughout the year**. Grants can be considered at each of the four Finance & General Purposes Committee meetings (as per our calendar). Grants must meet the Council's grant criteria which are set out below and applications must be made on the Parish Council's application form. Application forms will be available from the beginning of April and will be posted on request or copies can be downloaded from the Parish Council's website. All applications must be accompanied by appropriate accounts or supporting financial information. **Forms and the supporting information must be returned to the Clerk of the Council by 4pm at least one week prior to one of the four Finance & General Purposes Committee meetings for consideration.**

Who can apply?

- For all our grants we only fund activities in Denby Dale Parish, so your application should be for work that takes place within this area.
- Grants will be awarded to voluntary groups and societies, clubs, not-for-profit organisations and charities operating in the Denby Dale area - where the benefit will be for the this area alone.
- Groups that apply must have a governing document (constitution, rules, memorandum or articles of association etc.) unless they fall into the categories of a church or school.
- Groups must also have a bank account in their own name with at least two unrelated signatories.
- Grants will not be awarded to individuals or to regional or national charities unless it is for a specific project in the Denby Dale area where there will be obvious benefit to the local area.
- The Parish Council will take into account any previous grant made to an organisation or group when considering a new application.
- No grant will be awarded to or for any commercial venture for private gain.

What can you apply for?

- Each application will be considered on its merit and the amount of the award will be at the discretion of the Parish Council but will not exceed £1000.
- You can apply for specific projects or activities, or for the costs of capital developments or equipment.
- You must be able to explain what you will do with the grant, who will benefit and how you know the work will be effective.
- Social enterprises with a good business plan can apply for start up or expansion funds, but we do not support general running costs. (e.g. staff costs, consumables etc)
- The Parish Council will only grant aid Churches for parish clocks and possibly environmental purposes. Church Halls can also be grant aided if they are used by the community.
- It is very rare that grant aid is made available for the provision of clothing except where it is for a communal use.
- Grants would not generally be given to large scale projects unless they were nearing completion.
- Grants will not be made retrospectively.
- The purpose for which the grant is made must be in the interest of the Denby Dale Parish area or any part of it or all or some of the inhabitants of the Denby Dale area which is defined by the boundaries of the Parish Council.
- The benefit to the area or inhabitants must be commensurate with the expenditure.
- The project for which funding is sought must not seek to duplicate or compete with an existing facility or compromise the viability of an existing facility.
- **Groups are required to provide one quote for purchases/items up to the value of £1,000, and two quotes for purchases/items costing more than £1,000, unless there are exceptional circumstances which can be justified and explained.**

Environmental Remit

Denby Dale Parish Council resolves to amend its grant application forms for the addition of a section to consider the climate, environmental and sustainability impact of proposals as a part of the grant application process

How will the application be assessed?

- How well the grant will meet the needs of the community, providing positive benefit to the inhabitants.
- How effectively the group will use the grant
- Whether the costs are appropriate and realistic
- What level of contributions has been, or will be, raised locally
- Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source.
- How the organisation or group is managed, as indicated by the constitution.
- For larger projects – is the project sustainable in the longer term.

NB: if your group has substantial reserves in excess of what you are applying for, you must provide an explanation for this.

What happens if you are successful?

- We will write to you to confirm the grant has been approved and to confirm the amount of money agreed.
- When you accept an offer of a grant, you agree to our terms and conditions.
- We pay grants by cheque made payable to your organisation.
- You have to send us copies of paid invoices made out in your organisation's name in order to claim the grant money. (Note the invoice should be dated after the date the grant was approved – we don't fund retrospective projects)
- All grant recipients are required to provide the Parish Council with a brief report, including photographs, of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved. This must be submitted within two months of the purchase of the capital equipment or completion of the project.
- Recognition of the grant from Denby Dale Parish Council must be made in any publicity.
- If the grant is put to purposes other than those for which it was awarded without the prior approval of the Parish Council, the recipient organisation or group will be required to repay the grant to the Parish Council in full.



Filling in the Grant Application Form

Q1. Contact details

This should be the name and address of the organisation who want the grant and who will be responsible for how it is used.

Q2. What type of organisation are you?

You do not have to be a registered charity to get a grant, but we can only give grants for activities and projects to bone fide organisations and not to individuals.

Tick an option on the form. If your organisation is not stated, choose 'other' and state the type on the form.

If you are not sure about answering the question please contact us.

Q3. When did your organisation start?

Enter the year your organisation started (or exact date if known).

Q4. What does our group or organisation do?

This should be a brief summary of the work of your whole organisation rather than the project you want a grant for. Please try to avoid jargon or abbreviations.

For example a lunch club might say – we are a lunch club that provides lunches for up to 20 people three times per week.

Q5. Where do you work?

Grants are available to organisations within the Denby Dale Parish area only. Please state the villages in the parish which you work in.

Q6. How would you describe the people you mainly work with?

Tick the box which mainly applies to your organisation. You should try to describe the majority of people who do use your organisation not who could use it.

Q7. How many people take part in your organisations activities each year?

Please state how many people attend your group each year, for example 20 people each week or 160 members.

This refers to the number of people who are involved in your activities but does not include volunteers or workers. You might call them service users, beneficiaries or clients.

Q8. How many people are involved in running your group?

Please state how many management committee members, full time and part time staff and volunteers your group has. If any questions don't apply put a '0' in the box.

Q9. What is your organisation's income?

The figures should be taken from your most recent annual accounts. The reserves should not include any money you have been given for a specific purpose (restricted funds), for

example other grants. If you are not sure about your reserve figure please contact your Treasurer or accountant.

You must send a copy of your latest accounts with the application. These should not be more than 18 months old. If you are a new organisation you can send a copy of your most recent bank statement.

Q10. Describe the project or activity you want the grant for?

Tell us exactly how you plan to spend the grant.

For example if you are a lunch club and want to buy new equipment you might say; We want a grant to buy cutlery and plates. We also want new tables and chairs.

Q11. Why is the activity or project needed?

Tell us how you know the project is needed and why you think it is the right thing to do.

For example if you are a youth club you might say – We asked the young people at the club what activities they would like to do over the summer holidays. 35 out of 42 members said they would like to learn how to use the internet. We would also like to raise awareness of personal security over the internet to coincide with this project.

Q12. How will you know if the project is a success?

If you get a grant you will have to send us a brief report on how it was spent and what difference it has made to your group or community. You will need to think how you will collect this information. Some of the things you might do include keeping attendance sheets, taking photographs, surveys or independent evaluation.

Q13. Environmental Impact:

This could include in terms of where and how materials and goods are sourced, environmental impact of the overall project, how it helps future generations in terms of sustainability etc.

Q14. How much will the project cost in total?

This should be the whole cost and not just the amount you are asking for from the parish council.

Q15. Where will the money come from?

Please state how much you are asking for from parish council and also tell us which other funders you have applied to for a grant and if your group is putting any money towards the project.

Source and amount – this should be the name of the organisation approached and the amount of money requested from the parish council.

If the amount has already been secured mark 's' at the side.

Q16. Have you received funding from Denby Dale Parish Council Before?

If you have applied for a grant from the parish council before please state so in this box. If the application was successful please include the amount of money granted to your organisation from the parish council also.

Q17. Total cost of activities

Each item you are asking for should be itemized with the total cost and the amount requested from the parish council and then the grand total inserted at the bottom of the table.

Declaration

Please sign and date the application form.

Checklist

Please enclose the following information with your application form. (If you do not provide this information your application will not be considered)

- A copy of your latest annual accounts (if your organisation is less than 18 months old please provide your latest bank statement).
- A copy of your Constitution or set of rules (if not applicable please state so on the application form)
- Copies of bank statements for past six months
- Copies of written estimates or catalogue pages if you want a grant for equipment/capital items

Please keep a copy of the application form for your own records.

Send completed application forms to:

Denby Dale Parish Council
24 Commercial Road
Skelmanthorpe
Huddersfield
HD8 9DA

If you have any questions regarding the grant scheme or to check progress of an ongoing application please contact the Clerk. Tel: 01484 861239/07947 355930 Email: clerk@denbydale.com Tuesdays, Wednesdays and Thursdays.