

# Bacton Parish Council

## Grant Awarding Procedure

Adopted: Minute reference

### Introduction

Bacton Parish Council has statutory powers to make funds available to local organisations for the overall benefit of Bacton and its residents.

It is Bacton Parish Council's intention (subject to budget restrictions and available resources) to support initiatives from local community groups and organisations for a specific purpose that will benefit the parish, or residents of the parish, and which is not directly controlled or administered by the Council.

### Considerations:

- Requests for grant aid will only be considered from small, local non-charitable organisations serving the needs of Birstall Residents.
- Grants can only be paid for a single year and a second application is not allowed for the same project/purpose.

### Additional Considerations:

In deciding upon individual requests, consideration will be given to:

- The beneficial impact on Bacton residents
- The overall financial circumstances of the group applying for funds
- The efforts being made by the group to fund its own activities
- The extent of previous Council support for the group

### Application Process

Applications will initially be considered at the monthly meetings of the Parish Council. To ensure that fair and proper consideration may be given to all requests, the Council requires the following to be submitted:

- A completed application form. Two applicants of the organisation must complete, sign and date the form.
- The most recent income and expenditure account (or a financial projection for the current financial year if a new organisation)

- Any additional information the organisation considers will support their application – applicants are asked to note that all recipients of grant aid must confirm in writing that the grant has been used for the purpose for which it was granted and must, within twelve months of receiving the Grant Aid state in writing the use to which the money has been put and provide receipts and invoices where appropriate.

Grant Application Process

Fully Completed and signed applications and any supporting information should be returned to: The Clerk, Bacton Parish Council, Meadow View, Oak Farm Lane, Mendlesham, Suffolk IP14 5TE Tel: 07767 163 706 or email: [parishclerk@bacton-pc.gov.uk](mailto:parishclerk@bacton-pc.gov.uk)

Name of Organisation

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Aims and Purpose of the Organisation

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Names of Applicants (1) .....

Position held in organisation.....

Address.....

Tel No:.....

Email.....

Address.....

Email:.....

Names of Applicants (2).....

Position held in organisation.....

Address.....

Tel No:.....

Tel No:.....

Email.....

Address.....

Email:.....

What project or activity would the money be used for and how would it benefit the residents of Bacton?.....

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How much money are you requesting from the Parish Council towards the project or activity?

£ .....

Total membership of organisation .....

Number that live in Bacton ..... (75% of membership must be Bacton residents)

Applications will only be accepted from voluntary & non-profit making organisations.

Please indicate below if your organisation is:

(a) non-profit making? Yes or No (b) a voluntary organisation? Yes or No

Has your organisation received any other funding for this project or activity? Yes No

If Yes, please provide further details and the result of any other applications if known:

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What funding is your organisation contributing to your project/purchase?

£..... If your grant application is successful, please specify in the box below the name of the person to whom the cheque should be made payable and their role/job title within the organisation:

Signed (Applicant 1):.....

Date.....

Signed (Applicant 2):.....

Date.....