

# CHARFIELD PARISH COUNCIL



Clerk & RFO: Mrs. Paula Evans  
Tel: 07704 732267  
Address: PO Box 1947, Bristol, BS37 0BU  
Email: [clerk@charfieldparishcouncil.gov.uk](mailto:clerk@charfieldparishcouncil.gov.uk)  
Website: [www.charfieldparishcouncil.gov.uk](http://www.charfieldparishcouncil.gov.uk)

Under the Local Government Act 1972 S.137, Charfield Parish Council is empowered to spend some of its money (subject to limits and regulations) on purposes that it considers to be '*in the interests of, and will bring direct benefit to their area, or any part of it, or all or some of its inhabitants*'.

Charfield Parish Council's Grant Scheme is open to applications during November and December each year. All applications for grants must be submitted on the attached application form and will be considered by the Parish Council at the Budget Meeting in January each year. Successful applicants will be notified in January with the Grant money being paid in May by cheque.

## Terms & Conditions

1. Each application will be considered fairly, on its own merits.
2. No financial assistance can be given to individuals under this Grant Scheme.
3. No grant will be paid to, or for any commercial venture or for private gain.
4. Retrospective applications will not be considered, ie were the expenditure on the project has been carried out or the event has taken place.
5. If successful, Grant recipients must agree to provide a report to Charfield Parish Council outlining how the grant has been spent within 12 months of receiving the Grant.
6. The Grant can only be used for the purpose stated in the application form and Charfield Parish Council reserves the right to reclaim any grant not being used for the specified purpose. However, if an applicant wishes to change the purpose of the grant, they must seek approval by writing to the Parish Council who will then consider approving the change.
7. Any previous grant made to a group or organisation may be considered when considering a new application.
8. Where partnership funding is being sourced outside the Parish, Charfield Parish Council may wish to see that such funding has been secured/applied for prior to awarding a grant.
9. Charfield Parish Council may ask the applicant to incur the expenditure and provide invoices for reimbursement.
10. A copy of the organisations most recent audited accounts and a current bank balance must accompany the application form.
11. The purpose for which the grant is requested must be in the interests of Charfield Parish, or any part of, or all, or some of the inhabitants of Charfield Parish.
12. Groups or organisations within the Parish may apply for a grant. Those organisations outside Charfield Parish who can demonstrate direct benefit to Charfield Parish may be eligible to apply for consideration.
13. The maximum grant payable under Charfield Parish Council's Grant Application Scheme is **£1,500**. However, this sum may be increased in exceptional circumstances and will be at the discretion of Charfield Parish Council.
14. All personal information contained within the Grant Application form will be held securely and not processed.
15. Successful applicants are encouraged to attend the Charfield Annual Parish Meeting (May each year) to present to the Meeting how the Grant money has been used.



## GRANT APPLICATION FORM 2021-22

*This section to be completed by ALL Applicants.*

Name of Organisation:	
Contact Person: (full name and title)	
Position in Organisation:	
Address:	
Telephone:	
E-mail:	
Type of Organisation:	Informal Group <input type="checkbox"/> Registered Charity <input type="checkbox"/> Please give Charity Number below Other <input type="checkbox"/> Please give details below .....
What does your Organisation do?	
When did your Organisation start?	
How many people access your Organisations activities each year?	
Amount of Grant Applied For:	£
Provide a detailed description of the money will be used for:	
Who will benefit?	

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***This section to be completed if your application is for funding towards a larger project above £1,500.***

What are the full costs of the project (inc. VAT if applicable)	£
Where is other funding from the project to come from? (Tell us the funder and the amount you expect from them)	Funder ..... £.....
	Funder ..... £.....
	Funder ..... £.....
Please tell us the stage at which your other applications are at, ie just applied, awaiting outcome of application or funding confirmed.	
Is this contribution for a specific element of the project?	

***This section to be completed by ALL Applicants.***

In submitting this Grant Application Form on behalf of my Organisation, I agree to abide by the Terms & Conditions as set out on page 1 – an electronic signature is acceptable.

Signed: \_\_\_\_\_

On behalf of: \_\_\_\_\_

Supporting information checklist

Where relevant please ensure that the following documents are submitted with your application (accounts and bank statements must always be submitted).

	✓ or X to confirm attachment
Group constitution or set of rules	
Copy of the most recent/audited accounts	
Copy of most recent bank account statements	

In view of current COVID-19 restrictions, please return your completed form to:

PAULA EVANS - CLERK AND RFO  
 Via Email - - [clerk@charfieldparishcouncil.gov.uk](mailto:clerk@charfieldparishcouncil.gov.uk)

**NO LATER THAN 17:00hrs on MONDAY 4<sup>TH</sup> JANUARY 2021**