



NEW FRANKLEY IN BIRMINGHAM PARISH COUNCIL

NOTES FOR GRANT APPLICATIONS

About New Frankley in Birmingham Parish Council grants

New Frankley in Birmingham Parish Council grants are made for the benefit of people and projects local to the parish of New Frankley in Birmingham.

Applications will be considered for financial assistance towards a specific project or activity from community associations, cultural, educational, sporting and charitable organisations, which are non-commercial and whose membership and field of activity is centred in the parish. **The Council it is prevented by statute from giving financial assistance to individuals.**

The scheme provides start-up grants for new organisations as well as grants to existing organisations.

Any organisation awarded a grant may be allocated a Council Member who will act as an observer and link with the Council and will attend the organisation's committee meetings.

When considering your application

When determining your application the Council will look at:

- how well the grant will meet the needs of the community;
- how effectively your organisation will use the grant;
- whether the costs are appropriate and realistic;
- level of contributions raised other than through the Parish Council;
- whether the applicant could reasonably have been expected to obtain sufficient funding from a more appropriate source;
- how the organisation is managed.

Organisations working with young people and/or vulnerable adults will be required to have protection policies in place. Applicants will also be expected to demonstrate that they have adequate public liability insurance for their activities.

Who can apply?

You can apply if.....

- you are a not for profit organisation operating for the benefit of the community in the New Frankley in Birmingham parish;
- your organisation is set up for charitable purposes, however you don't have to be registered as a charity or recognised by the Inland Revenue to apply for a grant. You will need to have some form of management committee or

steering group with a bank account with more than one signatory;

- your aims and objectives are clear and well defined and are real benefit to the community of the parish of New Frankley in Birmingham;
- you have a constitution which you must include with your application form;
- you have a bank or building society account with at least two joint signatories;
- you have annual accounts or a statement projected of income and expenditure, which you must include, with your application;
- your organisation is working towards an equal opportunities policy and constitution and can demonstrate that it is working within the Disability Discrimination Act and is aware of health and safety requirements;
- You have a working child protection and/or vulnerable adults protection policy if you are working in this area;
- you are a school association/PTA applying for a grant which is for an extra curricular activity subject to funds being ring-fenced and to applicants establishing separate bank accounts and constitution.

New organisations

Applications from new organisations are welcome. We will need to know:

- why you want to start the organisation and how it will be continued;
- have you any support from people wanting to join or run the organisation;
- how you know there is a need.

As new a new organisation you may not be able to provide a set of accounts for last year, however we would need to see bank details and an estimate of your income and expenditure for your first year.

What will not be funded?

- activities that are part of statutory obligations or replace statutory funding, including curricular activity in schools;
- loan repayments;
- projects with high ongoing maintenance costs – unless your organisation can show that you have the funds/skills to maintain them once your Parish Council grant runs out;
- religious/political organisations unless unrestricted community benefit can be demonstrated.

When a grant may have to be repaid

If there is a serious breach of the terms and conditions, or the organisation ceases to operate before the funds have been spent, or if a project does not proceed as planned, the grant will have to be repaid. Anyone found to be acting dishonestly in making the application or spending the grant would be reported to the police and may be prosecuted.

Data Protection Act 1998 Information

In signing the application form, you give permission for the Parish Council to use the information that you provide:

- for establishing your entitlement to a grant;
- inclusion on a computerised register maintained by the Parish Council during the life of a grant, if awarded; and
- to administer and analyse applications and grants.

We aim to make our grant making and assessment process as open and clear as possible. To achieve this aim we may:

- hold open committee meetings, where we discuss individual applications in front of the public or media; and
- allow your representatives to see information about the way in which we reach decisions on your application.

However, we would always want to respect the confidentiality of information given by any other person. We would judge on a case-by-case basis what it would be appropriate to reveal.

We recognise the need to maintain the confidentiality of vulnerable organisations and individuals, and their details will not be made public in any way, except as required by law. If you think your application falls within this category, please let us know.

Terms and conditions of receiving a grant

Please read carefully.....

This section is important because it is a condition of any application that you have read, understood and accepted it.

- **All applications will be determined by the Parish Council. All decisions made by the full Council are final. Please note that the meetings of the Council are open to members of the press and the public and that public minutes of the meetings are available to members of the public from the Parish Office, the Parish Council's website and the Library.**

- **If you receive a grant, it may only be used for the purpose set out in the application form and it cannot be given to any other organisation. We will not give grants to cover costs that have already been incurred and the grant cannot be increased. Your grant will be paid by cheque made payable to the bank account detailed on the application form.**
- **We will ask you to complete a short report to tell us what you achieved with the funds. We will also ask you for proof that the money was spent for the intended purposes.**
- **Recognition of the grant from Parish Council must be made in any publicity and in the organisation's accounts.**
- **We will use the name of your Organisation (not personal data) and its project in our own publicity material.**
- **When a grant expires, the Parish Council has no commitment to provide any further funding for the project.**
- **The information in these notes could change from time to time. Policy and regulations on distributing funds may also change. We reserve the right to amend any policy, procedures and assessment criteria and will aim to inform actual or possible beneficiaries.**
- **The application form does not necessarily reflect all the information used by the Council to decide on applications. The Council may seek additional information to check your application and organisation.**

Please submit all enquiries and completed application forms to:

**Roger Griffiths
Clerk to the Council
12 Arden Road
Frankley
Birmingham B45 0JA**

**Tel: 0121 457 9410
Email: clerk@newfrankleypc.swiftserve.net**



NEW FRANKLEY IN BIRMINGHAM PARISH COUNCIL

GRANT APPLICATION

Please answer all questions – failure to do so may result in a delay in the determination of your application

Q1 Contact Details

Name of organisation making application:

.....

Name of your project (if this is different):

.....

Name of contact for this application

Title :First Name:Surname:

Position held in the organisation:

.....

Contact Address, including full postcode:

.....

.....

.....

.....Postcode:

Contact Telephone Number:

Email address:

About your organisation

Q2 What type of organisation are you?

Tick (✓) relevant category:

Registered Charity: () Charity Registration Number

Voluntary Organisation: ()

Company Limited by Guarantee: ()

Other – Please specify:

Q3 When was your organisation established?

.....

Q4 Briefly describe the purpose of your organisation.

Describe the usual activities/services you provide.

If you are a new organisation, describe the services/activities you plan to provide.

.....

.....

.....

.....

.....

Q5 If you are a subsidiary of a larger organisation, please state which one.

.....

Q6 Does your organisation have an agreed constitution or Memorandum of Association?

Please state which and attach a copy:

.....

Q7 Previous Applications

If you have applied for and received funding from the Parish Council in the past please provide details of the amount, the year and briefly what the funding was used for.

.....
.....
.....
.....

Details of the project or activities you are planning

Q8 Describe the projects/activities you plan to use this grant for.

Try to be specific about what you will do and how you will do it.

.....
.....
.....
.....
.....
.....
.....

Please state how you have identified this need and how the project will benefit the people of Frankley together with the estimated time span.

.....
.....
.....
.....

Q9 What criteria will you use to measure the success of the project and how many people from the parish do you expect to benefit for the project/activity?

.....
.....

.....
.....

Q10 What, if any, special safety issues are related to your project/activity?

Please provide the following information –

i) What kind of insurance does your organisation have?

.....
.....
.....

ii) Do the leaders have the relevant qualifications and/or experience?

.....
.....
.....

iii) What policies does your organisation have in place (i.e. Health and Safety, Childguard etc.)?

.....
.....
.....

Q11 Please provide details of the amount of funding you need for your project and give us a breakdown of what the money is for (please enclose any relevant estimates or details).

Tell us the amount of grant requested £..... and provide a detailed breakdown as to how you have reached this figure.

.....
.....
.....
.....
.....
.....
.....

Tell us how much money the project will cost in total: £.....

How much money has been raised towards this sum: £.....

Please list the amounts and sources of funds that you expect to receive for other funding sources.

.....
.....
.....
.....
.....

Q12 Any other information which you consider to be relevant to your application.

.....
.....
.....
.....
.....
.....

Q 13 Please give us your bank or building society account details

You can only apply for grant if you have a bank/building society account in the name of your organisation. We will only pay grants into an account which requires at least two people to sign each cheque or withdrawal. **These people should not be related.**

Account name:

Bank/building society name:

Bank/building society address.....

.....
.....
.....

Who are the signatories and what position do they hold in your organisation?

- | | | |
|---|------------|----------------|
| 1 | Name | Position |
| 2 | Name | Position |
| 3 | Name | Position |

Q14 Please provide a copy of your most recent annual audited accounts or, in the case of newly established organisations, the projected income and expenditure for the next twelve months.

Please attach your most recent audited accounts or financial projections for a new organisation. **You need to include these documents with this application.**

Q15 Declaration

Please give details of a senior member of your organisation. For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. **(This must not be the main contact name in Q1).**

I confirm, on behalf of(insert name of organisation):

That I am authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all replies are true and accurate.

I confirm that I have read the Terms and Conditions set out in the Notes which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant only for the purpose specified in this application, and will have to comply with those Terms and Conditions and any others which the Council might attach to the Grant.

Post held in organisation:

.....

Title First Name: Surname:

Contact address:

.....

.....

.....

.....

.....

..... Postcode:

Telephone:

Signed: Date:

Q16 Signature of Person Completing the Application

This must be the signature of the person named in Q1 as the main contact and **not be the same person who has signed in Q15**

I confirm that, to the best of my knowledge and belief, all the information in this application form is true and correct. I understand that you may ask for additional information at any stage of the application process.

Signed: Date:

Please return your completed application form to:

**Roger Griffiths
Clerk to the Council
12 Arden Road
Frankley
Birmingham B45 0JA**

**Tel: 0121 457 9410
Email: clerk@newfrankleypc.swiftserve.net**