

NEW FRANKLEY IN BIRMINGHAM PARISH COUNCIL

GRANT APPLICATION CRITERIA

Please read these notes carefully before completing the form.

- 1 Not all the questions contained in this application form are relevant to all organisations, but it is important to provide as much information as possible to help the Parish Council decide upon your application. The Parish Council welcomes any supporting information that you believe will better explain and assist your application. If there is insufficient space on any part of the application form, please indicate and attach a separate note marking it with the name of your organisation.

2. When completing your application your Organisation should bear in mind that the Parish Council will consider requests that adhere to some or all of the following criteria:
 - a) The grant can be for capital expenditure, running costs (but not staff costs) or a special event

 - b) Any project, time specific or ongoing can be considered for a grant.

 - c) The grant must be spent in accordance with the approved application and not for any other purpose.

 - d) The grant should be for a bona fide organisation and cannot be made for an individual (as the Council is prevented by statute from giving financial assistance to individuals)

 - e) The grant is for non-political purposes.

 - f) Where a grant is given to a voluntary organisation, the organisation will be required, within 3 months of the project being completed, to state in writing the use to which the money has been put. No further applications will be considered until such a report is submitted for consideration by the Council.

- g) Only one application per financial or calendar year from each organisation can be made.
3. Requests for grant aid will only be considered from the following categories:
- a) New Frankley Civil Parish-based charity.
 - b) An organisation serving the needs of the residents of New Frankley Civil Parish.
 - c) Residents of New Frankley Civil Parish requesting grant aid for a project/event, which will be for the benefit of a wider group.
 - d) A New Frankley Civil Parish -based club/association/organisation serving a specific section of the community, or the community as a whole.
 - e) The Parish Council as a body does not affiliate to any political party and therefore will not provide grant aid to support activity of this type in the Parish.
 - f) Any award of a grant must give direct benefit to all or some of the inhabitants, and the size of the grant should be commensurate with the benefit delivered.
4. Supporting Documentation:
- a) A copy of the full accounts of the organisation (if applicable showing all general and special balances) must be sent with the application form.
 - b) Photocopy of bank statements covering the past 6 months.
 - c) A statement of your capital assets
 - d) A copy of your group's constitution and the Minutes from your most recent AGM.
 - e) All applications for a grant must declare any other grants that have been received in connection with the submission.

- 5 No grant will be considered for private or commercial societies or organisations or closed clubs (those clubs that have a selective/restrictive membership policy).
- 6 The applicant must declare the full purpose of the grant and clearly define benefits derived from the funding.
- 7 Invoices or documentation *must* be supplied as evidence of the expenditure of the grant for the purpose for which it was awarded. You will be required to complete and return a grant evaluation form within 3 months of the project's completion. Failure to comply may jeopardise future grant applications.
- 8 There will be no change to the intended use of the grant without express written authority of the council.
- 9 Failure to achieve the specified purpose of the grant or unauthorised variation shall require the recipient to return the entire grant to the Parish Council.
- 10 Grants will be considered and awarded by the Parish Council. Grants will not be awarded retrospectively.
- 11 Where funding is given for an event, the organiser must indemnify the Parish Council against any claim from any party as a result of any incident or accident associated with the said event. Where funding is awarded for any other purpose the Council cannot be held responsible or liable in any capacity.
- 12 New Frankley Parish Council reserves the right to purchase items on behalf of any club, society or organisation.
- 13 The Parish Council makes grants to voluntary, cultural, charitable and sporting organisations for the benefit of the local community. However, Grants cannot be made to single applicants. They will take account of the objectives of the association and the degree of benefit arising from the grant in assessing its priorities

- 14 Please detach and return the form to:
Clerk to the Council
New Frankley in Birmingham Parish Council
12 Arden Road,
Frankley,
Birmingham
B45 0JA
- 15 If you have any queries or wish to discuss the application, please contact the Parish Clerk on 0121 457 9410

Please read the following carefully

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

- a) 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.
- b) 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.
- c) We will ask you to complete a short report to tell us what you achieved with the funds. You will be invited to present this report at the Annual meeting of the council, which takes place on the 3rd Monday in May. We will also ask you for proof that the money was spent for the intended purposes.
- d) Recognition of the grant from Parish Council must be made in any publicity and in the organisation's accounts.
- e) We will use the name of your Organisation (not personal data) and its project in our own publicity material.

- f) When a grant expires, the Parish Council has no commitment to provide any further funding for the project.
- g) When successfully awarding grants New Frankley in Birmingham Parish Council will appoint a designated Councillor to act as a mentor for the grant application. This Councillor will act as a first point of contact for any queries regarding the grant and may seek advice from the Clerk or RFO if required.
- h) 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.
- i) Groups should ensure sufficient levels of administration, hold regular meetings, keep minutes and circulate minutes to group members, copies of which should be available upon request.