



# WALMER PARISH COUNCIL

## Small Grants Application Form

## **GENERAL GRANTS -INFORMATION**

- ◆ Walmer Parish Council has set aside an amount of money to provide financial assistance to locally based organisations for specific projects. The project may involve the provision of services, facilities or events.
- ◆ Help will rarely be given for general administration or operating costs. However this is at the Council's discretion.
- ◆ A maximum of 25% of the total cost will be given, the current maximum value of a grant is £400. However these amounts are at the Council's discretion.
- ◆ Applications must be received before the project has commenced; no assistance will be given to retrospective applications.
- ◆ **WHEREVER POSSIBLE THE PARISH COUNCIL WOULD PREFER TO SUPPORT A SPECIFIC ELEMENT OF AN EVENT OR PROJECT.**
- ◆ The project must be completed within 12 months of any award being given.

## **CRITERIA FOR QUALIFICATION**

Organisations wishing to apply should satisfy the following criteria: -

1. The organisation should demonstrate a considerable degree of self-financing and should not rely on the Council's assistance.
2. The organisation should be local in nature and aim to provide a service, facility or event for the residents of the Parish.

Or

The organisation is of a regional or national nature with a local branch whose objectives are likely to have a direct benefit to the residents of the Parish.

3. The organisation does not seek to provide a service that is implicitly concurrent with the functions of the County Council or central government.
4. The organisation will complete a monitoring form on completion of the project and provide confirmation of how any grant monies have been spent.

## **HOW TO APPLY**

If you believe that you fulfil the above criteria complete the attached application form and return it together with copies of the last two years accounts (audited if possible) to: -

**THE PARISH CLERK  
WALMER PARISH COUNCIL  
8 THE STRAND  
WALMER, KENT  
CT14 7DY**

**Tel: 01304 362363  
clerk@walmercouncil.co.uk**

**CLOSING DATES FOR RECEIPT OF APPLICATIONS:-**

**1<sup>st</sup> FEBRUARY , 1<sup>st</sup> APRIL, 1<sup>st</sup> JUNE & 1<sup>st</sup> OCTOBER EACH YEAR**

**Applicants are asked to note that the fact a grant is or has been previously awarded by the Parish Council in no way commits the Council to providing funds on a subsequent occasion.**

# WALMER PARISH COUNCIL - GRANT APPLICATION FORM

Please print clearly in black pen

## 1. ABOUT THE APPLICANT

<b>ORGANISATION NAME</b>	
<b>ORGANISATION ADDRESS</b>	
<b>APPLICANT NAME</b>	
<b>POSITION IN ORGANISATION</b>	
<b>ADDRESS FOR COMMUNICATION (if different from above)</b>	
<b>TELEPHONE NUMBER</b>	

What is the main purpose of your organisation?

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Current Membership (if appropriate)

	<b>TOTAL</b>	<b>ESTIMATED WALMER RESIDENTS</b>
<b>ADULT MEMBERS</b>		
<b>JUNIOR MEMBERS</b>		

## 2. ABOUT THE PROJECT

<b>PROJECT</b>	
<b>ESTIMATED TOTAL COST *</b>	
<b>AMOUNT OF GRANT REQUESTED</b>	

What benefits will the project provide to existing and/or future members and the community in general?

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- \* Please attach a detailed breakdown of the costs and indicate if there is any specific element the Parish Council could support.
- \* Please note that actual projects applied for must not have commenced or goods already ordered prior to receipt of the application. If a small part of a large project is applied for please identify the cost of this element separately.

**3. FINANCIAL DETAILS**

- Please provide copies of the last 2 years accounts, audited if possible.

**PROPOSED FUNDING OF PROJECT**

<b>CONTRIBUTING ORGANISATIONS</b>	<b>AMOUNT</b>	<b>CONFIRMED (Tick if yes)</b>
<b>TOTAL</b>		

I hereby confirm that the above information is correct

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

Please check that you have supplied all necessary supporting information.

**OFFICE USE ONLY**

<b>Application Received Date</b>	
<b>Acknowledge Letter Sent</b>	
<b>% age of Total Request</b>	
<b>Cost Breakdown Provided</b>	
<b>Accounts Provided</b>	

Power Available: \_\_\_\_\_