**Annual Grant Application Form 2024-25**

***Please read the attached guidelines before completing this form.* Please use black ink. You may continue on a blank sheet if necessary, but please put the name of your organisation on any additional sheets. *Please ensure that all documentation submitted is A4 single sided***

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| **A** | **Your organisation** | |
|  | Name of Organisation: |  |
|  | Website address for organisation |  |
|  | Postal Address including postcode: |  |
|  | Description of your organisation’s activities, listing your aims and objectives |  |
|  | How long has your organisation been in existence? |  |
| **B** | **Contact Details** (Who should we contact if we need further information?) | |
|  | Name |  |
|  | Address for correspondence (if different from above): |  |
|  | Telephone (daytime): |  |
|  | Telephone (mobile): |  |
|  | Email: |  |
| **C** | **Your Application** | |
|  | **The Parish Council is only allowed by statute to give grants for certain activities, and only for activities that directly benefit residents of our Parish.** *Please refer to “Who is eligible” in the guidance notes.* | |
|  | Brief description of project or scheme for which the grant is intended  (no more than 300 words, please attach a separate sheet if necessary)  **Separate sheet attached** |  |
|  | Please state which residents of Wokingham Without Parish will benefit from the grant  *Please identify the relevant groups or the postcode areas for those who will benefit. You do not need to identify the individual beneficiaries.*  *In order to consider your grant application, the council must be satisfied that it will deliver a benefit to the residents of this parish.* |  |
|  | **How much grant are you applying for?**  *Please give an itemised breakdown for what the money is being applied for. Please include evidence (i.e. suppliers’ estimates or price lists) of the likely cost of all items.* | £ |
|  | Total cost of project or scheme: | £ |
| **D.** | **Previous Applications** | |
|  | Has your organisation previously applied for a grant from this Parish Council in the past three years?  *If yes, please give details of the project and the date and amount of any grant received*. | YES / NO |
| **E** | **Supporting the council’s Strategic Vision** | |
|  | The Parish Council is particularly interested in providing grants to organisations that help to deliver the Strategic Vision.  Please identify which objective(s) of the Strategic Vision your grant will help to deliver. |  |
| **F** | **Your Financial Situation** | |
|  | For the last accounting / financial year, what was your total : |  |
|  | Total Income (£) |  |
|  | Total Expenditure (£) |  |
|  | Total Surplus (or deficit) (£) |  |
|  | Total Current unrestricted Reserves  (or your current account balance) (£) |  |
|  | *Please provide specific details why your  reserves (or current account balance) cannot be used for this project* |  |

|  |  |  |
| --- | --- | --- |
| **G** | **Other sources of funding** | |
|  | What other sources of funding have you applied for?   |  |  |  | | --- | --- | --- | | **Funder** | **Amount requested** | **Status**  **(confirmed, pending, unsuccessful)** | |  |  |  | |  |  |  | |  |  |  | | |
|  | If the grant does not cover the whole cost of the project, where is the rest of the funding coming from? |  |
|  | **All applications must be accompanied by copies of the following financial information:**  ***If you cannot supply this information, please contact the parish office.***   * Latest approved statement of income and expenditure or other financial report which indicates your financial position * Bank statements showing the balances at the end of your financial year | |
| **H** | **If your application is successful to whom should the cheque be made payable?** |  |

**Signed: …………………………………………………………………………… Date: …………………………………………………………………………**

**Name: …………………………………………………………………………… Position in organisation: …………………………………………….**

|  |  |
| --- | --- |
| Consent: Please tick here confirm that you have read and agree to the council’s Grants Applications Privacy Notice, in relation to our use of your data |  |

**Submitting this form:**

**We prefer to receive this form, and other associated papers, in electronic format.**

**Please return it, with any related attachments to:**

[**Grants@wokinghamwithout-pc.gov.uk**](mailto:Grants@wokinghamwithout-pc.gov.uk)

Or by post to:

The Clerk, Wokingham Without Parish Council, The Parish Office, Pinewood Centre, Old Wokingham Road, Wokingham, RG40 3AQ by 31 October 2024

Late entries will not be accepted. Applications will be considered by the Council at its meeting in December 2024.

You will be notified whether or not your application has been successful during January 2025.

If you have any queries, please contact the Clerk on 01344 771425 or email grants@wokinghamwithout-pc.gov.uk.

**Grant Applications – Guidance notes:**

Each year Wokingham Without Parish Council sets aside a budget for the award of annual grants. The grant program aims to assist local organisations providing valuable services to the local community, and who are helping to deliver the council’s Strategic Vision.

Parish Councils have powers to make payments in a variety of circumstances. Where there is no statutory power specific to the activity for which the grant is sought, the Council may use section 137 of the Local Government Act 1972 to give grants to community organisations. This power may only be used if its use will benefit some or all of its residents or some or all of the area, and where the benefit obtained is commensurate with the expenditure incurred

**Who is eligible?**

* Local voluntary or charitable groups working in Wokingham Without
* Regional or national charitable groups which undertake work in Wokingham Without or provide assistance to residents of the Parish. The work of the group must benefit some or all of the residents of Wokingham Without and be Identifiable as such
* Grants cannot be made to individuals

**What can grants be used for?**

* The capital costs or a contribution towards the costs of any new or replacement equipment that may be required to assist the group in its activities
* The costs or a contribution towards the costs involved in the presentation of an event, performance or specific activity produced by a local group
* The costs involved in the establishment of a new local voluntary or charitable group
* The general running costs incurred by local voluntary and charitable groups to enable them to sustain their services and activities.

**How to apply**

* Application forms will be available on request or can be downloaded from the Parish Council’s website. All applications must be accompanied by appropriate accounts or supporting financial information. Forms and the supporting information including audited accounts **must be returned to the Clerk of the Council by the 31st October 2024.**

**Who makes the decision and when are grants made?**

* Applications are considered annually by the parish council in December 2024
* You will be notified whether or not your application has been successful during January 2025
* A representative of your group will be invited to attend a meeting to accept the grant
* Successful applicants of grants worth £500 or more will also be sent a grant monitoring form to report on the outcome of the grant, which must be completed and returned to the council as soon as possible after the grant is spent, and by 31st October 2025 at the latest
* Recognition of the grant from Wokingham Without Parish Council must be made in any publicity

**Data protection**

Wokingham Without Parish Council takes the privacy and security of individuals and their personal information very seriously. Details of our Grant Application Privacy Notice can be found on our website, or a copy requested from the Clerk.