GRANT SCHEME - NUTFIELD PARISH COUNCIL

Application process

1. Completed grant applications must be received by the Clerk (see contact details below). The Council will consider applications quarterly in each year.

2. The Council's current standard application form must be completed in full and relevant information provided prior to consideration by the council. If you have any difficulty with completing the application form, please discuss it with the Clerk, who will be able to help you.

3. All documentation provided will be available for public scrutiny and should be legible.

4. Applicants will be informed of the council's decision as soon as practicable after consideration at a Council meeting but please be aware that decisions may not be made for several months so please plan ahead and get applications to us promptly.

5. Bank Transfers will be made payable to the applicant organisation or to a nominated supplier only.

6. The availability of grant funding is dependent on a number of criteria (see below) and also the income (other than Precept) generated by the Council's services. Therefore, levels of funding will vary from year to year and the Council cannot guarantee that funds will be available.

Criteria

1. The applicant is a voluntary or charitable organisation ('not-for-profit') with a strong connection to Nutfield.

2. There should be a clear benefit to many people of the community of Nutfield.

3. The Council will not accept applications made ‘in retrospect’.

4. Support is aimed at specific expenditure (a 'project') of a non-recurring nature. To this end, you must provide clear details of what you will spend the grant money on - if you do not, we cannot consider your application.

5. The Council will normally only commit funds once in each financial year for any one organisation and it cannot guarantee availability of funding in subsequent years.

6. Types of project considered suitable are: improvements to the local environment and amenities; provision of recreational, arts or entertainment facilities.

7. The council requires some assurance that both the project and the applicant have long-term viability and would expect some level of match-funding in support of the application.

8. If a project is still in the planning stage a time-limited offer of a grant may be made conditional upon evidence of a firm commitment to a start date e.g. by placing a contractually binding order. The project for which the grant is claimed should commence within 6 months of the offer or it may lapse.

9. The Council may ask the applicant to incur the expenditure and provide invoices for reimbursement.

If successful

1. The applicant will be notified by telephone or email. At the same time, the applicant will be asked to re-confirm the amount requested, the payee details and to undertake to use the funds for the agreed purpose.

2. 3 months after payment by us, the applicant may be contacted and asked to provide evidence of expenditure e.g. a brief description of the work undertaken, photographs or copy invoices.

Grant Scheme Applicant Details	
1. Name of organisation & address (if applicable)	
2. Summary of aims & objectives of your organisation	
3. Nature of organisation e.g. Registered Charity, non-profit/voluntary	
4. If Registered Charity, registration no.	
5. Date organisation set up if within the last 2 years	
6. Number of members or volunteers resident in Nutfield	
Grant Application Details	
7. Purpose for which the grant is required and how this relates to the aims of your organisation	
8. Describe the benefit to the residents of Nutfield	
9. Approximately how many residents of Nutfield will benefit?	
10. Total cost of project (see also additional information overleaf)	
11. Amount of grant funding requested	
12. Describe what contribution will come from the organisation's own resources (financial or in kind)	
13. Grants already received from other bodies for this project - give name and amount	
14. Applications made to other bodies, awaiting outcome - give name and amount	
15. Date the project/work will start	
16. Expected completion date	
17. Date funds required	
18. Details of funding of any shortfall	

Additional Information

For applications for £500 and over, please attach a copy of your most recent accounts (Income & Expenditure and Balance Sheet), most recent bank statement (if available) and current budget to this application. If you are a new organisation without accounts attach a copy of your current budget and any business plan.

In addition, if the cost of the project, meaning the total cost of the supply of goods and/or services, exceeds £3,000 please provide three quotations to evidence this (item 10 above refers).

Please discuss any difficulties in providing this information with the clerk as alternative approaches may be possible.

Any publicity material relating to your organisation would also be helpful.

Payment Details

Payee name	

If the payee is a supplier please liaise with the Clerk before obtaining an invoice from the supplier. A correctly addressed invoice will be required before any payment can be processed by us.

Applicant's Contact Details

Name	
Address	
Tel. nos	
E-mail	
Website	

Declaration

I confirm that I am making this application on behalf of the organisation named above and agree to abide by the terms and conditions set out in this form. I undertake that on behalf of the organisation any financial assistance offered will only be used for the purpose for which it was granted within the agreed time limit or it will be returned to Nutfield Parish Council. I agree to provide evidence of expenditure if requested to do so.

Signed:	
Print Name:	
Capacity/ Role:	
Date:	

Please return the completed application form and supporting information to:

Mrs S Abellan, Clerk to Nutfield Parish Council, Parish Office, Nutfield Village Hall, 63 Mid Street, South Nutfield, Surrey, RH1 4JJ or by email to: parishclerk@nutfieldpc.com