



Sutton Parish Council

Grant application and Terms and Conditions

**Approved 23rd August 2016
(Updated July 2023)**

SUTTON PARISH COUNCIL

Grant Application Form

1.	Name and address of organisation: Postcode:
2.	Contact name (and address if different from above) Postcode:
3.	Daytime telephone no: E-mail address:
4.	Position held in organisation:
5.	<p>a. How many members are in your organisation? Committee</p> <p>Members.....</p> <p>b. What percentage live in Sutton? Committee.....</p> <p>Members.....</p>
	<p>Total cost of Project: £</p> <p>Amount applying for: £</p> <p>If not 100%, then how is the shortfall being financed?</p> <p>.....</p>
6.	<p>Please provide details of the project and the amount of grant requested. (You should explain clearly and simply the purpose for which the money will used, enclosing drawings if appropriate). Continue on a blank piece of paper and attach to the back if necessary.</p>

7.	<p>Have you applied for grant in respect of this project to any other organisation (including Local Authorities)? YES / NO</p> <p>If yes, please give details of to whom and for how much. Amount Date of expected decision</p> <p>East Cambridgeshire District Council £</p> <p>Sutton Poors Land Charity £</p> <p>National Lottery £</p> <p>(Please state which fund)</p> <p>Other (Please provide details)</p>
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8.	<p>Have you applied to this Council for assistance before? YES / NO</p> <p>If yes, please give details:</p> <p>When: How much: £.....</p> <p>What:</p> <p>Was the application approved? YES / NO</p>
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9.	<p>Is your organisation (please delete as appropriate)</p> <p>a) a registered charity? Please state your Charity No.:</p> <p>b) a limited company?</p> <p>c) an unincorporated self help group?</p> <p>d) a branch of a national organisation?</p> <p>e) other (please specify).....</p>
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10.	<p>Please attach the following information if your application is for more than £250:-</p> <p>a) your organisation's latest audited accounts <input type="checkbox"/></p> <p>b) a copy of your organisation's constitution together with a list of Officers. <input type="checkbox"/></p> <p>c) a copy of your last annual report, where available <input type="checkbox"/></p> <p>d) a copy of the most recent bank statement <input type="checkbox"/></p> <p>e) Copies of any estimates available. (If the grant is approved these will need to be seen before funds are released. Three (3) estimates are required for work in excess of £2500.)</p>
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11.	<p>Please provide or attach any additional information that may assist the Council in reaching its decision.</p>
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This grant aid application should be signed by **two** members of your Organisation's Committee, one of whom must be the Chairman, Secretary or Treasurer.

We confirm that the information given in this application is accurate and that the Organisation undertakes to inform Sutton Parish Council of any changes in the Organisation's circumstances that would affect this application.

We confirm that any grant awarded by the Council will be spent only on the purpose for which it was given and a brief report will be submitted to the Council within 3 months. (T&C 12)

Signed (1): Signed (2):

Position: Position:

Date: Date:

For and on behalf of (organisation):

The signing and submission of the Grant Aid/Loan form constitutes acceptance of the above statements.

FOR CAPITAL GRANTS/LOAN APPLICATIONS, THE FOLLOWING ADDITIONAL INFORMATION IS REQUIRED:

Please provide a breakdown of relevant costs of the project for which Grant Aid/loan is requested:

- Project Cost total £ that consists of the following:
- Purchase of Land/Property £
- Construction of new building(s) £
- Adaptation/conversion of existing building(s) £
- Internal improvements/upgrade £
- Site preparation/landscaping £
- External improvements £
- Purchase of Equipment (Please list equipment on the reverse) £
- Professional Fees and expenses £
- Other (Please supply details on reverse) £

• PROPOSED TIMETABLE OF PROJECT:

• START DATE:

• COMPLETION DATE:

The application form should be signed and returned to :

Mr Philip Harty
Parish Clerk
The Glebe
4 High Street
Sutton
Ely
Cambs
CB6 2RB

FOR SUTTON PARISH COUNCIL OFFICIAL USE ONLY

Application No:

Date approved/declined:

Amount:

Conditions if applied:

Sutton Parish Council Terms and Conditions of Grant

1. Grants **can be awarded to** voluntary groups, societies, clubs, not-for-profit organisations or charities operating in the Parish area where the benefit will be predominately for the residents of the Parish area.
2. Grants **will not be awarded to** individuals. Grants to regional or national charities will not be considered unless for a specific project where there will be obvious benefits to residents in the Parish area.
3. The amount of any grant award will be at the discretion of the Council
4. All applications will be considered on their merits, but in general grants can be awarded for:
 - Capital Projects such as purchase of equipment, works to buildings, improvements to premises, improvement to the local environment
 - Revenue Projects such as a Community Event, Festivals or other Special Events where grants towards running costs, salaries, consumables, insurance or training may be considered
5. The purpose for which any grant is made must be in the interest of the Parish area or any part of it or all or some of the inhabitants of the Parish area which is defined by the boundaries of the Parish Council.
6. The amount of expenditure must be commensurate with the benefit to the inhabitants of the area.
7. Groups from outside the Parish who can demonstrate direct benefit to the area are eligible to apply for a grant.
8. The Council may take into account any previous grant made to an organisation or group when considering a new application
9. No grant will be awarded to or for any commercial venture for private gain.
10. Retrospective applications will not be funded where the expenditure had been made, the project has been carried out or the event has taken place.
11. All grants will be conditional upon submission of a Grant Application Form.
12. All grant recipients are required to provide the Council with a brief report, including photographs where appropriate, of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved. This must be submitted within 3 months of the purchase of the capital equipment or completion of the project.
13. If the grant is put to purposes other than those for which it was awarded without the prior approval of the Council, the recipient organisation or group will be required to repay the grant to the Council.
14. The organisation or group should supply such information as the Council may request regarding the impact of the project on the Council's area.
15. Recognition of the grant from the Council must be made in any publicity issued by the receiving body.

How will a grant application be assessed?

- Does the Council have the powers to provide a grant for the project outlined?
- How well does the grant meet the needs of the community in providing positive benefit to residents?
- How effectively will the group use the grant?
- Is the cost of the project appropriate?
- Are the expected outcomes realistic?
- What level of contributions has been, or will be, raised locally?
- Can the organisation or group reasonably be expected to obtain sufficient funding from another, perhaps more appropriate, sources?
- How is the organisation or group managed and does it have a constitution?