BATHEASTON PARISH COUNCIL

Grant Application Pack

Applications to be returned to:

Batheaston Parish Clerk
1, Cavendish Place,
Bath. BA1 2UB.

Telephone: 07970-980823
E-mail: clerk@batheaston.org.uk

Deadlines for application – 28th February, 31st May, 31st August and 30th November annually.

BATHEASTON PARISH COUNCIL COMMUNITY GRANT SCHEME – GUIDANCE NOTES

These notes have been prepared to explain the main details of the Council's Grants Scheme. Please read them carefully before you complete the grant application form.

Aim of Batheaston Parish Council Grant Scheme

The aim of this scheme is to support and promote an active community in Batheaston. The Parish Council recognises and supports the valuable contribution made by the voluntary sector to the wellbeing of the community. We provide financial support for community organisations working for the benefit of Batheaston parishioners, with the intention of improving the range of services and activities in the parish.

Who can apply for a grant?

Many types of organisation may be awarded grants such as:

- Parish organisations

- Youth/Senior Citizen Groups
- Sports Clubs and Arts groups

The scheme provides grants for new organisations as well as grants to existing organisations for work or projects that will be of benefit to the Batheaston Parish as a community.

The applicant organisation must be based in the Batheaston area and be able to demonstrate that it benefits a number of people living in the Parish of Batheaston and how.

Because funding supplied by the Parish Council can only legally be used for the direct benefit of Batheaston Parish and its residents, there will be some situations where we are not able to provide grants. These include:

- general appeals (e.g. national / international disasters);
- national organisations without a locally based group;
- individuals (e.g. sponsorship for individual sportsmen and women).

What can grants be used for?

Grants can be used for capital projects (e.g. the acquisition of or construction of lasting assets) or for revenue costs. Examples of what grants might support include:

- Equipment
- Development
- Projects
- Publicity
- Training
- Insurance

How much money is available?

The total amount of money any one group may be awarded is limited to the amount set aside by the Council for this purpose, which may vary from year to year. The Parish Council expects that the amount requested by community groups will collectively exceed the amount available. It is important that all questions on the application form are answered as fully as possible to provide a detailed picture of the activities of your organisation within the Parish.

All awards are at the discretion of the council, and can be either a single payment, or repeated throughout the current year. Note however that the Council cannot commit funds for future financial years (being April-March).

How do I apply for a grant?

An application form is included in this pack. You will need to include:

- a statement in support of your request
- a copy of your organisation's constitution if it has one
- a copy of your organisation's accounts for the previous 3 years is preferred

All applicants completing an application form will be deemed to have read and agreed to the requirements outlined in these Guidance Notes and the 'Eligibility Criteria for and Conditions attached to Funding'. All sections of this application form must be completed and returned with the necessary documentation by midnight on the designated day of deadline.

Who can I contact for more information or advice?

If you have any questions require further information or would like help filling in the form, please contact:

Batheaston Parish Clerk, 1, Cavendish Place, Bath, BA1 2UB (07970-980823)

GRANTS POLICY: ELIGIBILITY CRITERIA FOR AND CONDITIONS ATTACHED TO FUNDING

The Parish Council's Grants Policy requires all applicants to comply with the following eligibility criteria. Please read this carefully before submitting your application.

1. Applications will **not** be considered from:

   - individuals.
   - organisations intending to support or oppose any particular political party, or to discriminate on the grounds of race, age, gender, disability, sexual orientation or religion.
   - private organisations operated as a business to make a profit or surplus.
   - "upwards funders", i.e. local groups whose fundraising is sent to their central headquarters for redistribution.
   - organisations or local groups with access to funds from national "umbrella" or "parent" organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.

2. Applications for funding of staff costs are not normally approved.

3. Applications from religious groups will only be considered where a clear benefit to the wider community can be demonstrated irrespective of religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project. It is not possible to grant aid bodies whose express purpose is to promote religious faith.

4. The applying organisation should be a non-profit making, voluntary body and should be able to demonstrate significant benefit to residents of Batheaston Parish.

5. Where a 'Starter grant' is provided, the Council will need to be satisfied that the organisation has proposals to become self-supporting.

6. Where a grant has been awarded towards a capital project, the organisation concerned should be able to demonstrate that it has clear plans for raising the remainder of the necessary finance.

7. The Parish Council requires short report(s) on completion of the project, and – if not complete – progress report(s) on each anniversary of receipt of the funds. This should detail how the money was spent, detailing major spend items with copies of receipts, as evidence that the money has been used for the purpose stated. The report should also provide evidence of the benefits gained.

8. The Parish Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form. All funding or part thereof or items purchases by the organisation with Parish Council grant funding must be returned to the Parish Council should the organisation cease operations during the financial year in which the grant is presented.

9. Organisations that receive a grant will be required to acknowledge the Parish Council's contribution on all publicity/printed material and invited to make a presentation at our annual parish meeting.

10. Retrospective grants may be considered for projects that have commenced in the six months prior to the application date. However no project should be undertaken on the assumption of being awarded grant funding.

11. Whilst under the general grants system the Parish Council is willing to consider revenue costs, it cannot make a commitment for future years funding under this scheme. A fresh grant application has to be made for each year.

12. Successful applicants may not always be awarded the amount that has been requested.

13. The applying organisation needs to, where appropriate, demonstrate that they have (or can acquire) the

    (i) expertise to complete the project or activity
    (ii) the resources to carry it out
    (iii) appropriate financial controls in place

14. Under normal circumstances the council will only consider one application, per group, per annum .
15. Where the funding is significant the Parish council reserves the right to make the award conditional on nominating a member to the controlling body of the organisation applying for the grant.

BATHEASTON PARISH COUNCIL GRANT APPLICATION FORM

*To enable this form to be photocopied please complete **all sections** using black ink.*

[* Delete as appropriate]

Name of Organisation: Avon Valley District Cotswold Voluntary Wardens

Correspondence Address: 7 Burlington Place Corsham SN13 9EH

Name and Address of Person Making the Application:

Name: **Barry Cox**

Position: **Chairman Avon Valley District Cotswold Voluntary Wardens**

Address: **7 Burlington Place**

Corsham

Postcode: **SN13 9EH**

e-mail address: **avonvalley.chair@gmail.com**

Telephone number: Daytime 07429 516748 Evening 07429 516748

Preferred method of contact: Tel ☐ E-mail ☐ Post ☐

1. When was your organisation formed? 1968

2. What does your organisation do? The Cotswolds Voluntary Wardens, there are now over 300 working across five districts, all share the same love of the Cotswolds landscape, and an enthusiasm for keeping it special. We work to deliver environmental and rights of way projects, lead guided walks, offer talks, and liaise with parishes and landowners throughout the Cotswolds.

3. Is your organisation a registered charity? ~~YES~~/NO* Number ……..

4. Is your organisation part of, or affiliated to, any national organisation? YES/~~NO~~

   If yes, please give details: Cotswold Conservation Board

5. Where does your organisation meet?

   We meet on a quarterly basis usually in Parish meeting rooms

6. How is your organisation funded – for example what are your present charges/subs/fees?

   District Voluntary Warden groups do not hold or manage funds. Donations made by landowners, parish councils and members of the public are managed through the Wardens Countryside Fund.

7. Briefly describe the project or purpose for which you require a grant and how the project or purpose will benefit the community or residents of Batheaston.

   Our District covers an area from Old Sodbury to the North of the M4 to Wellow South of Bath; Wick out to the West and Biddestone to the East. Our tool store is located near Cold Ashton.

   Work parties in the South-East part of our District, including the parish of Batheaston, can necessitate some of our wardens travelling over 50 miles to collect and return tools. In addition, whilst the number of volunteers within our group has increased during the last 12 months, a

limiting factor on the effectiveness of our work is often the availability of tools and equipment.

A localised tool store holding additional equipment will address both of the above challenges.

We have been recently successful to purchase a comprehensive set of hand tools but would now like to add a mechanical brush cutter and hedge cutter to the locally held tool set.

Benefits for the community of Batheaston, and visitors, include the improvement and maintenance of Public Rights of Way (PRoW) routes throughout the Parish and our ongoing support for the management of Bannerdown Common and Little Solsbury Hill which, under the stewardship of the Batheaston Freeholders Association, is focused is on:

a. Nature Conservation and Recovery - improving Biodiversity and the Ecology;
b. Protecting and improving the Beauty and Heritage of our landscape;
c. Maintaining "open spaces" as safe and accessible Public Amenities;
d. Air Quality and Carbon Sequestration improvements through targeted Habitat Management and Tree Planting;
e. Working in partnership with other Nature Conservation and Heritage organisations;
f. Supporting other Nature Conservation and Recovery projects; and
g. Public Engagement.

Approximately, how many people do you expect to benefit from your project?
(NB: The population of Batheaston is approximately 3,000)

Age Group	In Batheaston Parish	Outside Batheaston Parish
0 – 25		
26 – 49		
50 and Over		
All Ages	All residents that can enjoy the countryside	All that can enjoy the countryside
Special or minority groups (please specify)		
TOTAL		

(Map showing Parish boundaries see page 6)

8. How do you think your application matches the Parish Council Grants Policy?

Our request is in support of the contribution we make to the wellbeing of the community by the improvement of public access to the countryside throughout the Parish. We have for a number of years supported the work on the Batheaston Commons e.g. with 281 voluntary hours of work in 2019. In addition, we have continued to do countryside management work within the Parish by undertaking PRoW maintenance, clearance work and installing helpful features such as kissing gates, steps and bridges.

9. Category under which you would like your application to be considered (please tick one box only)

In support of Youth ☐ All Other projects X

10. What is the identified need for your proposal?

Provide an additional brush cutter (STIHL FS360 C-EM) and hedge trimmer (STIHL HAS 66) to the local tool store

.....

11. When do intend your project to start and when will it end?

Our work parties are tasked weekly on a Wednesday and will continue. There is no end.

12. How will you measure the success of your project?

Feedback from landowners, members of the public and Parish residents via the Parish Council.

13. What size of grant are you seeking?

£ 910.00 (The Council cannot make a determination if the amount is not indicated)

14. What is the total cost of the project for which you are seeking a grant?

£ 1360.50 (Please include budget)

FS 360 C-EM - £870.00

Shredder Blade - £40.50

HAS 66 - £450.00

15. If you are not applying for the full amount, please specify where the remaining funds will come from:

From other Parish donations and Cotswold Conservation Board support.

16. Have you applied for, or do you plan to apply for a grant in respect of this project to any other organisation (including Local Authorities)? YES/~~NO~~*

If YES, please give the following details:
Please include details of all applications both successful and unsuccessful

Organisation	Purpose	Successful/Unsuccessful (If money is not yet received but promised please include)	Amount Received
Box Parish Council	Donation	Received	£500
Wardens Countryside Fund	Meet Outstanding Balance	To Be Decided	To Be Decided

17. Please give details of your organisation's own fund-raising efforts:

The Cotswold Voluntary Wardens rely on donations made by the Public that are used to fund Warden Projects.

18. If you are wishing to purchase equipment or services, please ensure that you supply copies of quotes or evidence of the cost of items. Additional literature, leaflets or recent annual reports may be enclosed with the application. Please list what you have supplied here:

Please see attachments. Copies of STIHL catalogue for brush cutter, shredder blade and hedge trimmer. Items for purchase highlighted in yellow box.

19. Have you previously received, or applied for, a grant from Batheaston Parish Council? ~~YES~~/NO*

If YES, please give details of amount(s) and year(s) and purpose:

.....

20. BANK DETAILS –

Name of Bank ……

Name of Account……..

Sort Code……Account Number……

Number of signatories required to issue cheques ……

21. Where did you learn, you could apply for a Batheaston Parish Council grant

Noticeboard ☐ Website ☐

Press ☐ Minutes ☐

Other: Informed by a resident

…… (please specify)

22. **Declaration**

I declare that:

I have authority to submit this application on behalf of the applying organisation, and to undertake the commitments made in this document.
I have read and accept the Guidance Notes and Conditions of Funding and that have answered all questions fully and truthfully. I also declare that any grant made will be used solely for the purposes outlined in this application.
Batheaston Parish Council will be recognised on any materials produced and in any form of publicity as a result of this grant.

I understand that:

Batheaston Parish Council reserves the right to request a list of names and addresses for members of your organisation.

Any materials produced, made, originated, developed or arising out of the provision of the grant are to be made available for use by the Parish Council if requested.

Batheaston Parish Council may ask for additional information at any stage of the application process. I will be required to submit details showing how the grant funding was used as well as receipts for all goods and services acquired with this grant. Batheaston Parish Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

The application form and supporting information will be copied and discussed at a public Parish Council meeting. Personal data that has been supplied will not be disclosed and will be held by Batheaston Parish Council in accordance with the Data Protection Act,

Name **Barry Cox** Signed

Position **Chair Avon Valley District** Date **8th Nov 2020**

Applying organisations will be advised of the council's decision in writing.

PLEASE READ THIS PRIOR TO SUBMITTING YOUR APPLICATION

To avoid the Council making inappropriate grants of public funds it is a requirement that the following documents MUST accompany your application:

		Yes/No
1	A copy of your organisation's CONSTITUTION if applicable	Yes
2	In the case of a newly formed organisation, a **BUDGET and BUSINESS PLAN** must be submitted.	
3	A copy of the annual statement of accounts for your organisation for the past 3 years	

The Parish Council is committed to operating within an equal opportunities framework. If you are a newly formed group, you may want to use the following equal opportunities statement until you develop your own. If you need assistance formulating a policy please contact Bath and North East Somerset Equality team on 01225 477094 or email equality@bathnes.gov.uk

This group/project is committed to working in a way which values and treats all people with respect and dignity, and celebrates diversity. The group/project, through its practices, will ensure that no member, service, user, employee, volunteer, job applicant will receive less favourable treatment or suffer unlawful discrimination on the grounds of age, colour, impairment, marital status, lifestyle and culture, nationality, race gender or sexuality, or on the grounds of economic or social status.

APPLICATION CHECK LIST

The following checklist has been prepared to assist you in completing your Grant Application Form. Applicants are advised to read the list below before submitting the completed application form:

☐ Have you completed **ALL** sections of the form?
(if you are unable to complete any part of the form, please indicate why in a supporting statement, or write 'not applicable' where appropriate).

☐ Does your application set out how your Organisation meets the requirements of the 'eligibility criteria'?

☐ Have you signed the statement on the last page of your application form to certify that all the details are correct?

When completed, this form together with supporting documents should be sent to:

The Parish Clerk,
Batheaston Parish Clerk
1, Cavendish Place, Bath. BA1 2UB.
Please also email a copy to clerk@batheaston.org.uk if possible.

Please Note you will be required to provide the Parish Council with pictures of how the Parish Council grant funding has been spent should you be successful in your application.

Acknowledged		Statutory Power	
Decision		Informed	

Produced by Batheaston Parish Council