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: ….Batheaston Twinning Association…….....

Correspondence Address: …18 Brookside Close Batheaston Bath BA1 7HP……

Name and Address of Person Making the Application:

Name: **Forbes Robertson.....**

Position: **Trwasurer……..**

Address: **18 Brookside Close Batheaston Bath .....**

…….

Postcode: ..**BA1 7HP.....**

e-mail address: ...**forbesrobertson01@gmail.com.....**

Telephone number: Daytime 07786 513360**…….** Evening **…07786 513360..…….**

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

1. When was your organisation formed?..2002.....

2. What does your organisation do? **..Encourages contact between the community of Batheaston and the community of Oudon France and organizes annual exchange visits.....……**

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

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

   If yes, please give details: **……..**

5. Where does your organisation meet?

   Usually in each others homes sometimes in local pubs and halls……

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

   Local fundraising. We have no membership fees. These were abolished 10 years ago. It was decided that anyone in Batheaston is a member of the Twinning Association. If they wish to become an active member that is up to them.
   …….....

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.

   On the weekend of 28-30th April, Batheaston Twinning Association is hosting a party of 36 visitors from the French village of Oudon. They will be staying in the homes of Batheaston Residents. The grant is required to try to ensure that the events we put on can involve as many Batheaston

residents as possible for the minimum of expense to them.. Those taking part in twinning activities gain a better understanding of the culture of each others country plus the sense of community in both villages is enhanced.. See attached statement for greater detail

8. 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	200	11
26 – 49	100	
50 and Over	100	
All Ages		36
Special or minority groups (please specify)		
TOTAL	400	

(Map showing Parish boundaries see page 6)

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

.....The activities of Batheaston Twinning Association help to enhance cultural diversity and mutual understanding in the community of Batheaston
.....
.....
.....

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

In support of Youth ☐ All Other projects ☐

11. What is the identified need for your proposal?

.....
.....

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

.....

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

.....

14. What size of grant are you seeking?

£ **.500.....** (The Council cannot make a determination if the amount is not indicated)

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

£ **.1600.....** (Please include budget)

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

.....

17. 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)? /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

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

..Most recently Quiz nights. In the past Pop Up Pubs. Film nights, Race Nights, Bingo Nights Joint Applications for EU funding (no longer eligible)……..

……..

19. 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:

……

……

20. Have you previously received, or applied for, a grant from Batheaston Parish Council? Yes

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

.£1000 in 2019 to assist with costs of a visit from Oudon that year .

£2500 in 2015 to organize a Fete de Le Musique weekend in Batheaston with live music in venues throughout the village from sheltered housing to a marquee in the Church hall field. It also included the tutoring of a community choir in the weeks leading up to the event. All events were free

……

21. BANK DETAILS

Name of Bank **……Nat West**

Name of Account**……Batheaston Twinning Association……..**

Sort Code**…60 02 05……**Account Number 59008571**……**

Number of signatories required to issue cheques **…2……**

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

Noticeboard ☐ Website ☐

Press ☐ Minutes ☐

Other**…From former Councilors……** (please specify)

23. **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 Forbes Robertson……. Signed ……..

Position Treasurer…… Date ……

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	
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