

# **GRANT APPLICATION POLICY**

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# 1. Guidance Notes

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## Aim of Chigwell Parish Council Grants Policy

The aim of the Parish Council's Grants Scheme is to promote an active and thriving community in Chigwell. The Parish Council recognises and supports the valuable contribution made by the voluntary sector to the well-being of the community. We provide financial support for community organisations and individuals, in appropriate circumstances, working for the benefit of Chigwell parishioners, with the intention of improving the range of services and activities in the Parish.

The wording of Grants and Donations covers monetary funding.

Grants for consideration should be submitted to the Parish Council at least eight (8) working days prior to the date of the Full Council meeting. Meeting dates are available from the Parish Council's website:- [www.chigwellparishcouncil.gov.uk](http://www.chigwellparishcouncil.gov.uk)

Once submitted to the Parish Council, all applications will be considered by members.

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## Who can apply for a grant?

Below, examples are given of types of organisations to which grants may be given:

- Charitable Organisations
- Residents' Associations
- Youth/Senior Citizen Groups
- Sports Clubs and Arts Groups
- Advice Organisations
- Organisations assisting the Disabled
- Individuals in appropriate and exceptional circumstances

The scheme provides start-up grants for new organisations as well as grants to existing organisations. The organisation must be based in Chigwell or the surrounding area, and must be able to demonstrate that it benefits a significant number of people living in Chigwell and how it does so

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## What can grants be used for?

Grants can be used for capital projects (e.g. lasting assets) or for running costs. What grants might support include:

- Equipment
- Development
- Projects
- Publicity

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## How much grant is available?

Only one application from any group or organisation will be considered by the Parish Council in any financial year. The Parish Council will maintain a register of successful applicants to prevent multiple awards each year. The total amount of grants made in any one year will be restricted to the amounts set out in the Parish Council's annual budget under Sections 137 and 145 of the Local Government Act 1972.

The Council gives variable grants. The maximum grant available is £5,000 although a higher grant may be awarded if the majority of the Parish Council agree at a Full Council meeting. Grants up to £1,000 can be made by individual committees with the agreement of the Chair of the Council and Chair of Finance and Governance.

The annual grants budget is limited and the amount requested will often 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.

Because this fund is for projects that will benefit Chigwell Parish residents, there are some cases where we are not able to provide grants, including:

- general appeals (e.g. national/international disasters);
- projects that will adversely impact on climate change or fail to satisfactorily minimise the impact
- projects that facilitate the use of single use plastics and similar resources
- national organisations without a locally based group;
- individuals applying for sponsorship on behalf of another cause
- to 'branches' that could be funded by their main organisation
- commercial enterprises which aim to generate a profit
- projects with party political links
- projects which discriminate on the grounds of age, colour, impairment, marital status, lifestyle and culture, nationality, race, gender or sexuality, or on economic or social status
- services which should be provided by statutory funding
- projects considered to be the responsibility of the principal authority
- for buildings that are uninsured

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## How do I apply for a grant?

Applicants are required to supply:-

A completed application form is available from the Parish Council Office or it may be downloaded from the Parish Council's website [www.chigwellparishcouncil.gov.uk](http://www.chigwellparishcouncil.gov.uk) and be accompanied by the documentation requested below:-

- Where appropriate, audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous financial year (or in the case of a newly formed organisation, a comprehensive budget and business plan, also a Committee structure and bank account details);

- where appropriate, the latest bank statement
- a statement in support of your request (including photographs and plans if applicable);
- A statement of sustainability demonstrating commitment to reducing carbon and waste
- Where appropriate, a copy of your organisation's constitution.
- If applying under the 'Young person' category, a supporting letter from the head teacher of your school or college.

If the applicant is an organisation, the organisation should usually have a bank account in its own name with at least two authorised representatives required to sign each cheque. The Parish Council reserves the right to request any additional information to aid determination of the grant. 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 not later than 8 working days prior to the meeting of the Full Council. Applications received after that date may be carried forward to the next meeting.

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### Applications will be considered under one of the following categories:-

- Older People (50 and over) - To maximise opportunities for independent living and to provide support and assistance when deemed appropriate.
- Young People (0 – 25) - To support a wide range of activities to empower young people and meet their social, educational or leisure needs.
- Climate Change - To facilitate projects to reduce the impact on climate change within Chigwell
- Arts and Culture - To support community involvement in local arts and cultural activities and to promote cultural services which benefit the Parish of Chigwell.
- Sports and Recreation - To support community participation in local sports and leisure activities to enable clubs to develop and improve the sporting infrastructure.
- Highways and Transport - To facilitate access and sustainable transport schemes by community and voluntary activity and promote cycling schemes.
- Enhancing the Environment of Chigwell - To improve the environment of Chigwell, safeguard and enrich its heritage resources/bio- diversity and to sustain community life. (e.g. nature conservation, recycling, local history).

### Charitable and Advice Organisations

- Organisations who offer advice free of charge and charitable organisations that are of benefit to the residents of Chigwell Parish.
- Organisations assisting disabled people
- Organisations that offer support and assistance to disabled people of Chigwell

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### The Grants Scheme is unable to support:-

- Costs of routine maintenance and repair of equipment (unless in exceptional circumstances).
- Salary or routine administration costs
- Individuals

- Hospitality

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## Applicants should be aware:-

- If the project is relying on funding from the Parish Council, it should not be started until the award of a Grant has been confirmed in writing by the Parish Council Clerk.
- If a project has already started, it cannot be funded through this scheme;
- Grants will not be awarded retrospectively.
- Grants may be for less than the amount requested.
- If the group is unable to use the Grant for the stated purposes and within the stated timescale, monies must be returned to the Parish Council.
- The Grant must be used only for the purpose for which the application was made. To support the grant the Parish Council will ask for an end of project report. Where projects extend beyond a 12 month period, an interim report will be required.
- Awards for funding which are not for projects within the current financial year will be considered on a case by case basis

The Committee's decision will be final.

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## 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:

Clerk to the Council  
Chigwell Parish Council  
Hainault Road  
Chigwell  
Essex IG7 6QZ  
020 8501 4275

[Info@chigwellparishcouncil.gov.uk](mailto:Info@chigwellparishcouncil.gov.uk)

## 2. Criteria

Grant applications are assessed by the Parish Council on the following criteria. Please tick all that apply to your application

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### General Criteria

- ☐ Works towards the achievement of Chigwell Parish's net zero 2030 commitment
- ☐ Has public appeal or particular appeal to local residents and/or increases/encourages community engagement.
- ☐ Is freely accessible by all sections of the community.
- ☐ Assists local projects.
- ☐ Benefit remains in the community.
- ☐ Adds to or improves existing community facilities.
- ☐ Offers partnership with other organisations.
- ☐ Provides a well justified Statement in support of the application. (including photographs and plans if applicable)
- ☐ Includes a copy of the organisation's constitution.

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### Financial Criteria for Application

- ☐ The grant support will make a real difference to the proposal.
- ☐ Evidence of efforts to generate income from other sources.
- ☐ Details of other funding plus audited accounts, or a comprehensive budget and business plan including details of current finances for the organisation.
- ☐ The organisation has a bank account in its own name with at least two signatories to sign cheques/approve payments.
- ☐ Includes a signed statement to say the organisation has read and agreed to the requirement of Grant Funding from the Parish Council.

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### Conditions of Grant Support

- ☐ Clear indication of aims.
- ☐ Subsequent proof/easy to identify how the money will be spent
- ☐ Proof of fulfilling the Parish Council's policy criteria
- ☐ Project not yet started. If the project is relying on funding from Chigwell Parish Council, it should not be started until an offer letter has been received.

### 3. Grant Application Form

Please return this form digitally if possible. Please complete all sections in black.

Name of Organisation: .....  
.....

Email .....

Website. ....

Correspondence Address: .....  
.....  
.....

Postcode: .....

Telephone number:: ..... Mobile: .....

Person Making the Application or behalf of the above organisation:

Name (Mr/Mrs/Miss/Ms): .....

Postion: .....

Address: .....  
.....  
.....

Postcode: .....

Email .....

Telephone number:: ..... Mobile: .....

Preferred method of contact, please tick appropriate box

Tel: [ ] E-Mail: [ ]

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

2. What does your organisation do? .....  
.....

3. Organisation website address:  
.....

4. Is your organisation a registered charity? (Delete as appropriate) \*YES/NO

State Registered Charity Number: .....

5. Is your organisation part of, or affiliated to, any national organisation? \*YES/NO

If yes please give details: .....

.....

6. How often and where does your organisation meet?

.....

.....

7. If premises are rented what is the approximate annual cost? .....

8. What are your present charges/subscriptions/fees? .....

9. 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 Chigwell.

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.....

10. What areas of Chigwell do your activities cover (e.g. Grange Hill, Chigwell Row, Limes Farm, Chigwell Village?).

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11. Approximately, how many people do you expect to benefit from this project? .....

12. If possible, please estimate the percentage of these that may be Chigwell residents : .....

13. Age Group. 0-25 [ ] 26-49 [ ] 50+ [ ] All ages [ ]

Special or minority groups (please specify

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

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.....

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14. Category under which you would like your application to be considered under?



- Young People [ ]
- Older People [ ]
- Climate Change [ ]
- Arts and Culture [ ]
- Sports and Recreation [ ]
- Enhancing the Environment of Chigwell [ ]
- Charitable and Advice Organisations [ ]
- Organisations assisting disabled people [ ]
- Highways and Transport [ ]

15. What is the identified need for your proposal?

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16. Please summarise the environmental impact of your proposal and your mitigation measures

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17. When do you intend your project to start?

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

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.....

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19. What grant amount are you seeking? (The Council cannot make a determination if the amount is not indicated). £ .....

20. What is the total cost of the project for which you are seeking a grant? (Please include budget/costing). £ .....

21. If you are not applying for the full amount, please specify where the remaining funds will

come from: .....  
.....  
.....

22. 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:  
Details of all applications both successful and unsuccessful.

.....  
.....  
.....

Organisation/body applied to  
.....  
.....  
.....

Purpose of any grants  
.....  
.....  
.....

Successful/Unsuccessful  
.....

Amount Received (if money is not yet received but promised please include)  
.....

23. Please give details of your organisation's own fund raising efforts.  
.....  
.....  
.....

24. Please add any supplementary information in support of your application. (Additional literature, leaflets or recent annual reports may be enclosed with the application).  
.....  
.....  
.....

25. Have you previously received, or applied for a grant from Chigwell Parish Council? \*YES/NO  
If YES, please give details of amount(s) and year(s) and purpose:

.....  
.....  
.....

26. BANK DETAILS

Name of Bank: .....

Name of Account: .....

Sort Code: .....

Account No: .....

Number of signatures required to approve payments .....

27. Where did you learn you could apply for a Parish Council grant?

Noticeboard [ ] Website [ ] Social Media [ ] Press [ ] Minutes [ ]

Other (please specify)

.....  
.....

28. Have you found this application straightforward to complete? \*YES/NO

If NO, please let us know of any improvements we can make to assist applicants

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.....  
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## DECLARATION

### **I DECLARE THAT:**

I have read and accepted the Guidance Notes and Conditions of Funding and have answered all questions fully and truthfully.

I also declare that any grant made will be used solely for the purpose outlined in this application. Chigwell Parish Council will be recognised on any materials produced and in any form of publicity as result of this grant.

### **I UNDERSTAND THAT:**

Chigwell Parish Council reserves the right to request a list of names and addresses of members of my 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.

Chigwell 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. Chigwell 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 placed on the public agenda for Parish Council meetings. Personal data that has been supplied will not be disclosed and will be held by Chigwell Parish Council in accordance with the GDPR.

Name .....

Position .....

Signature .....

Date .....

## 4. Important Information

PLEASE READ THIS PRIOR TO COMPLETING YOUR APPLICATION

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

- Where appropriate, a copy of your organisation's CONSTITUTION
- Where appropriate, copies of your organisation's AUDITED OR INDEPENDENTLY EXAMINED ACCOUNTS and balance sheet, together with up to date STATEMENTS of all current and investment account balances held by the group, if the accounts are for a period ending more than six months prior to the application date. (Independent checks can be carried out by anyone not associated with your organisation. The accounts then need to be signed and dated by that person)
- In the case of a newly formed organisation, a BUDGET and BUSINESS PLAN should normally be submitted
- Where an individual is making a claim under the 'Young person' heading, a supporting letter from the head teacher of the school or college attended

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.

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 ground of age, colour, impairment, marital status, lifestyle and culture, nationality, race, gender or sexuality, or on the grounds of economic or social status.

## 5. Application Check List

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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? Yes/No  
(If you are unable to complete any part of the form, please indicate why in a supporting statement, or write 'not applicable' where appropriate)
- If applicable, does your application set out how your organisation meets the requirements of the 'eligibility criteria?' Yes/No
- If applicable, have you enclosed a copy of your organisation's latest accounts and constitution? Yes/No
- Have you signed the statement on the last page of your application form to certify that all the details are correct? Yes/No

Please return your application form with the documents as listed as soon as possible and no later than eight working days before the next meeting of the Full Council

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

[clerk@chigwellparishcouncil.gov.uk](mailto:clerk@chigwellparishcouncil.gov.uk)

Or sent to:

Clerk to the Council  
Chigwell Parish Council  
Hainault Road  
Chigwell  
Essex IG7 6QZ

Please note you will be required to provide the Parish Council with details and/or photographs of how the Parish Council grant funding has been spent should you be successful in your application.