

# Abbots Langley Parish Council



## Financial Grant Application 2017-2018

[www.abbotslangley-pc.gov.uk](http://www.abbotslangley-pc.gov.uk)





## Introduction

Abbots Langley Parish Council has powers granted to it in legislation to award grants to local organisations, to support their activities in the Parish.

Over the years many varied groups have benefited from grant funding, allowing them to provide services and activities that otherwise may not have been available to the residents of the Parish.

The awarding of grants is taken very seriously by the Parish Council, it understands that it is responsible for public funds and the distribution of these funds needs to be properly managed.

This application document outlines the background to the grants scheme (pages 2-6); please take the time to read these pages carefully. A well presented and clear grant application, that contains all the required information, will greatly assist the Parish Council's Finance and Administration Committee when considering grant applications.

Decisions on grants are usually taken at the January meeting of the Finance and Administration Committee. The timetable (page 5) is important, if you want your grant application to be considered at this meeting.

We hope that organisations that apply for grants understand that we require detailed information to enable the Council to assess applications. The Council undergoes rigorous internal and external audits that scrutinise the grant process carefully and it has to demonstrate that it has taken great care in the awarding of public funds.

In March 2013 the Parish Council introduced a Small Grants Scheme specifically to fund events, small projects and community activities. Small awards are capped at a maximum of £250. For further details see page 4 of this document.

Please do not hesitate to contact us if you require any assistance.

Good luck with your application.

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Clerk to the Council

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Printed copies of this document are available from the Council offices.

An electronic copy in PDF format, is available on the "How to Apply"  
link of the Grants page at [www.abbotslangley-pc.gov.uk](http://www.abbotslangley-pc.gov.uk)



These notes explain the background to the Financial Grants scheme.  
Please read them carefully before you complete the Grant Application Form.

## Our Policy

Grants awarded should be in line with the vision

*"To maintain a green, safe, healthy environment for Parishioners; to develop the local economy; to provide opportunities for educational and recreational advancement at a cost-effective rate within the local precept."*

Grants will be considered by the Finance and Administration Committee, which holds delegated authority from the Parish Council to consider and make awards.

The funds available for grants are limited and may be used up early in the financial year, the Council will receive grant applications from October, for the financial year that starts the following April, see the timetable (p.5) for full details.

The application must be on the Grant Application Form with all requested supporting documentation for it to be considered.

Grant applications will be assessed on the following criteria, which are in no priority order.

- Fit to the vision
- Filling gaps in provision
- The assessment of the projects viability
- The robustness or sustainability of the project
- The majority of benefactors should be residents of the Parish
- Availability of Parish Council funds for grants
- If applicable, an exit strategy which outlines how the project will continue in future years without recourse to a grant from the Parish Council

Grants for assistance in the running (revenue) costs of an organisation will be considered but will normally be limited to three years and may be reduced by one third each year, to encourage the organisation itself to develop sustainable funding.

The Parish Council reserves the right to reject applications or to reduce the award made. Under some circumstances the grant may be provided in kind rather than cash.

Grants will not be considered, or awarded if previously considered, if the applicant has any monies overdue to the Parish Council, such as hall or pitch hire costs.

### Awards will not be made to:

- Commercial enterprises set up to generate profit
- Those supporting party political issues or supporting or opposing a political party
- Projects with campaigning objectives
- Health, education or welfare organisations whose services should be provided by statutory funding

### Awards will not normally be made:

- To bodies that could be funded by their national or umbrella body
- For buildings that are uninsured
- Individuals (exceptional circumstances will need to be demonstrated)



**Awarded organisations must:**

- Acknowledge Abbots Langley Parish Council for receipt of the grant in ways to be agreed with the Parish Council
- Cheques must be made payable to the organisations bank account not to any individual
- Agree to site or project visits by representative of the Council
- Supply independently audited annual accounts
  - Firstly in support of their application and
  - Following payment of the grant the Parish Council expect accounts which specifically itemise the grant.

<b>Conditions</b>
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Applications will not normally be considered from individuals (exceptional circumstances will need to be demonstrated).

Applications will not be considered from organisations intending to support or oppose any particular political party, or to discriminate on the grounds of race or religion.

Applications will not be considered from private organisations operated as a business to make a profit or surplus.

Applications will not be considered from "upwards funders", i.e. local groups whose fund raising is sent to their central headquarters for redistribution.

Applications will not normally be considered from national 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.

Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated, irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.

Applications from education, health or social services establishments may be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community.

The organisation must have clearly stated aims and objectives.

The organisation must provide a written Constitution that has been formally adopted by the members of that organisation, or a similar document of agreement between individuals where their association is less formal.

The organisation must provide, or propose to provide, an activity or service that is believed to be clearly needed by the local community, or by a particular group of residents.

The organisation is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous two financial years or, in the case of a newly formed organisation or less formal group, a comprehensive budget and business plan.

The organisation is required to have a bank account in its own name with at least two authorised representatives required to sign each cheque, or similar robust financial control system.



Refer to the timetable below, which details the timing of grant applications. In the case of an advance payment, written confirmation may be required stating that the money will be used for the purpose requested, as well as a monitoring and evaluation statement at the end of the project period or the financial year, whichever is the sooner.

Abbots Langley 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.

Grants will not be awarded retrospectively, for costs incurred in the past. Grants can only be applied to future funding requirements.

Abbots Langley Parish Council reserve the right to recoup any equipment provided by the grant should the organisation cease to exist within 3 years of the grant being paid.

Organisations that receive a grant will be required to acknowledge Abbots Langley Parish Council's contribution on all publicity and printed material.

Organisations that are registered charities will be expected to have submitted all annual returns and accounts required by the Charity Commissioners. Charities that are shown on the Charity Commission's website ([www.charity-commission.gov.uk](http://www.charity-commission.gov.uk)) to have returns or accounts that are overdue, will have their grant application deferred for consideration, until such time as the returns and accounts have been submitted to and registered by the Charity Commission.

#### Large & Capital Grants - Additional Conditions of Funding

The Parish Council defines a large grant as one in excess of £2,500.

Organisations requesting funds for buildings must provide evidence of security of tenure in the relevant property for a minimum of seven years from the date that the grant is considered. Organisations requesting funds for buildings must provide proof that the property is adequately insured.

Where the Parish Council deems it appropriate, organisations will be required to provide progress reports or to allocate a place on their management or executive committee for one or more Parish Council representatives. The Parish Council may request site visits and meetings with the applicants to discuss the viability of the proposed project.

As much notice as possible is required for any large grant application, this will ensure that if the grant is to be awarded the Parish Council can make appropriate budgetary provision. The grant award maybe phased over a number of years.

#### Small Grants Scheme

The Small Grants Scheme was introduced in March 2013 specifically to fund events, small projects and community activities. Small awards are capped at a maximum of £250.

Small grants can be applied for throughout the year.

Applications have to go through an approval process, so applicants should not leave it too late to apply, particularly if the grant is required for an event being held on a specific date.

Further information, including application forms, are available from the Parish Council office or from the Grants section of our website.



**Timetable**

Opening date for grant applications to be awarded in financial year 2017-2018	10 <sup>th</sup> October 2016
Final submission date for grant applications to be considered in January 2017	19 <sup>th</sup> December 2016
Finance Committee considers grant applications for financial year 2017-2018	23 <sup>rd</sup> January 2017 <sup>[1]</sup>
Grant Award letters sent out	by 17 <sup>th</sup> February 2017 <sup>[1]</sup>
Grants paid	by 28 <sup>th</sup> April 2017

Grant applications submitted after 19<sup>th</sup> December, will be too late to be considered in January, as the applications have to be checked in detail and circulated well in advance of the January meeting.

Applications received after 19<sup>th</sup> December will be considered at the April meeting of the Finance and Administration Committee. Grant applications can be submitted at any other time during the year, but the majority of the funds allocation for grants is decided at the Finance and Administration Committee meetings held in January 2017. The funds available for grant applications submitted later in the year are likely to be limited, or fully expended.

Grant applicants, if they wish, can address the meeting at which their grant is considered, for further details contact the Clerk to the Council.

<sup>[1]</sup> *Dates subject to change if, as in 2013 & 2014, HMG changes funding arrangements for Parish Councils.*

**Completing Your Application Form**

**Do not worry if you cannot complete all sections of the form**

We have designed the form to cover a wide range of applicants, from large organisations with paid staff to small groups of individuals with a "good idea" and recognise that many of these will be not be able to provide some of the information requested on the form.

If you need to use additional sheets to complete any section, please use white paper, size A4, to facilitate copying.

You are strongly advised to complete the checklist on the last page and keep a copy for your own records.

We will be happy to help you complete your application. If you need assistance with any section, or just want to ask us further questions before submitting the form, please contact the Clerk to the Council or the Finance Officer, on 01923 265139 or email [finance@abbotslangley-pc.gov.uk](mailto:finance@abbotslangley-pc.gov.uk), or make an appointment to come into the Council offices to discuss your application.

If you are a formally constituted organisation, remember to enclose a copy of your governing documents and accounts. If not, ensure that you have presented your idea clearly and given enough detail for us to thoroughly understand what you are trying to do.

The form is designed with the following in mind:

**Section A:**

It is sometimes the case that an application is from a widely dispersed group or organisation, where a local representative is leading the project. We simply need to know who you are, and how we should contact you if we need to discuss your application in more detail.

**Section B:**

We are seeking enough information to allow us some insight into the workings of your group. Do not worry about fine points of distinction between categories of member, if you have them; we simply need to form a vision of your group and how it goes about its work.



### Section C:

We need to form a clear picture of the organisation, project, or service that you are planning. We will look for a close relationship with our own policy (*See the first section of these Guidance Notes*) wherever possible, and evidence of sensible planning and research.

Always remember that the money we award is public money and we must ensure that it will be spent wisely.

The Parish Council, at its discretion, may choose to purchase the goods and donate them to the organisation, rather than issue a cash grant. This may be beneficial where the Parish Council has access to government purchasing contracts, such as those for IT equipment.

We must also ensure that in giving a grant we are not acting outside our statutory powers.

We may decide that your application deserves an award, but be unable to give any money immediately, in which case we need to understand clearly how the project will run and may suggest that you re-submit your application at a later date.

We will use the information you provide in this section to gain assurance that the project is viable, will be adequately managed and that you have planned sensibly to achieve your aims. Do not worry about precise details (unless the plan is very simple), we are looking for an overall impression of the elements of your scheme and how you have approached the issue of funding.

### Section D:

If you are able to provide formal documents and details then you must do so. If you are a small or informal group, then you should attempt to show clearly how you ensure proper control of your financial affairs.

### Section E:

We must be assured that the application is made with the approval of your organisation, if you are formally structured. If you are a small, informal, group this can be addressed with a simple written statement from the parties involved.

### Section F:

This is a binding agreement, which will apply in the event that your application is successful. Please read it carefully, and do not sign Section E unless you understand the terms and are prepared to accept them fully.

### Section G:

Please take a moment to go through this checklist and tick to confirm that the required information and supporting documentation has been provided.

### Summary

We hope that completing the form will not be too difficult, but do expect some effort to provide the information we require. If you have all the details "at your fingertips" and have already taken appropriate copies of supporting documents *etc.* then we estimate that the form can be completed in 30 - 45 minutes or so. Please let us know of any sections which you found unclear, or any improvements we might make to assist future applicants.





Please write clearly in dark ink, or type.

**Section A: Contact details**

1. Name and address of your organisation

2. Any other name you use or name of your project if this is different

3. Main contact for this application

This must be someone who knows about your project and can be contacted during office hours. This is normally the person completing the form.

Title: \_\_\_\_\_ First name: \_\_\_\_\_ Surname: \_\_\_\_\_

4. Position held in the organisation

5. Contact address, including full postcode

6. This address is: (tick one box only)

Your organisation's office:  The main contact's home address:  Other (please specify):

Email address: \_\_\_\_\_

Telephone: (Day) \_\_\_\_\_ (Eve.) \_\_\_\_\_

**Section B: About your organisation**

7. What type of organisation are you? (tick all boxes that apply)

Community group/club/society:  Company limited by guarantee:  Registered Charity:

Registration number: \_\_\_\_\_ Other:  (please describe)

8. When did your group start? When did it first start meeting or running activities or projects?

Month / Year: \_\_\_\_ / \_\_\_\_



9. Briefly describe the purpose of your organisation.

Describe the usual activities/services you provide. If you are a new group, describe what you plan to provide. If you have a written constitution, you must enclose a copy with this application.

10. If you are a branch of, or related to, a larger organisation, please give details.

11. How many people (approximately) are involved in your organisation locally?

Management committee members: \_\_\_\_\_ Volunteers: \_\_\_\_\_ Paid officers/staff: \_\_\_\_\_

12. Do you have a "Friends" society or similar supporters group? Yes **5** No **5**

If Yes, how many members does it have? \_\_\_\_\_

13. Please tick/complete if your group has any of the following:

Public liability insurance **5** Maximum Cover: (£) \_\_\_\_\_

Other insurance (specify) **5** Maximum Cover: (£) \_\_\_\_\_

Name(s) of governing or affiliated body(ies):

Section C: About your Project or Service
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14. Describe the project or service.

Does it have a working title? What does it aim to achieve? How will it work?  
Please enclose any supporting documents, plans, projections etc.



15. Please tell us how you think this matches the policy of Abbots Langley Parish Council Grant Scheme (Please refer to guidance notes.)

16. How have you identified the need for this project?

17. When do you intend your project or service to start?

Month / Year: \_\_\_\_ / \_\_\_\_

18. Approximately how many people do you expect to benefit directly from your project?

Age group	Resident in Abbots Langley Parish	Resident outside Abbots Langley Parish
Children & Young People (< 18)		
Over 60's		
Other age groups		
<b>Total</b>		

19. Will any special needs or minority groups benefit? (Please describe)



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

21. What experience does your organisation, or individual members, have of running this type of project?

22. Tell us the cost for your project and give a breakdown of what the money is for.

We need this information to assess your application thoroughly. If you have a project budget, or have received estimates/quotations, please enclose copies.

Item or Activity	Estimated Cost
<b>Total Cost</b>	



23. Have you sought funding from any other source? Yes **5** No **5**

Organisation	Amount requested	Successful? Yes/No, or Waiting Decision?	Conditions Attached?
<i>Total</i>			

24a. How much of your organisation's money will be used for this project?

£ \_\_\_\_\_

24b. How much money are you asking the Parish Council to grant?

£ \_\_\_\_\_

25. Please give any additional information that you think may be helpful:



Section D: Your financial details

If your organisation is **less than one year old**, do not complete section 27 below, but instead please send us a financial projection or other information on which you have based your planning. Please state clearly any assumptions upon which you have relied when making projections. Then go to section E.

**26. Your bank or building society account details.**

Bank/Building Society Name: \_\_\_\_\_

Bank/Building Society Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Branch Sort Code: \_\_\_\_\_

Account number or Building Society roll number: \_\_\_\_\_

Account Name: \_\_\_\_\_

**27. Please provide the following summary details from your most recent annual audited accounts.**

Accounts Year ending: \_\_\_\_\_

Total (gross income) £ \_\_\_\_\_

Minus total expenditure £ \_\_\_\_\_

Equals loss/profit for the year £ \_\_\_\_\_

Savings (reserves, cash or investments) £ \_\_\_\_\_

**PLEASE ENCLOSE A COPY OF YOUR FINAL AUDITED ACCOUNTS FOR THE PAST TWO YEARS,  
WHICH COVER ALL OF YOUR ORGANISATIONS ACTIVITIES.**

***and***

**A COPY OF ANY FINANCIAL CONTROL PROCEDURES, OR SIMILAR DOCUMENT**

*(If Financial Control Procedures have been submitted for a previous grant application and they have not substantially changed, a further copy is not required as we hold these on file for audit purposes.*



Section E: Authority and Application

28. Declaration and Signature of Applicant

This must be signed by the person who completed this application, normally the person named as main contact in section A

- a) I confirm that, to the best of my knowledge and belief, all the information in this application form is true and correct.
- b) I understand that you may ask for additional information at any stage of the application process.
- c) I am authorised to act for the organisation in making this application for financial assistance.
- d) I enclose a copy of the resolution or other form of authorisation for this application.
- e) I have read the Agreement detailed in Section G and agree to the terms.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: (please print) \_\_\_\_\_

Contact details (if different from those given in Section A):

29. Please give details of the senior member of your organisation.

For example, this may be the Chair, Vice-Chair, Secretary, Treasurer, Chief Executive or Director.

If this is the person who has completed and signed above, please tick here **5**

Title: \_\_\_\_\_ First name: \_\_\_\_\_ Surname: \_\_\_\_\_

Position held in the organisation

Contact address, including postcode

Email address: \_\_\_\_\_

Telephone: (Day) \_\_\_\_\_ (Eve.) \_\_\_\_\_



Section F: Agreement

I confirm that the organisation named on the front of the application form has authorised me to sign this agreement on their behalf.

I certify that the information given in this application is true to the best of my knowledge, and confirm that all enclosures are current, accurate and adopted or approved by the organisation.

If this application is successful, in full or in part, the organisation will keep to the following terms and conditions.

I understand that this is an agreement between the organisation and Abbots Langley Parish Council, which is legally binding, under the laws of England.

**We understand and agree to the following:**

We will deliver the commissioned project or service as set out in this application.

We will not make any major change to the commissioned project or service without first receiving Abbots Langley Parish Council's written agreement.

We will not sell or dispose of any equipment or other assets which we have purchased in connection with this project or service without Abbots Langley Parish Council written agreement. If we sell any equipment or assets, we may have to pay Abbots Langley Parish Council all or part of the money we receive for them. The amount we repay will be in direct proportion to the share of the project or service cost represented by Abbots Langley Parish Council's grant.

We will comply with all relevant legislation applicable to the way we carry out our project or service.

We will acknowledge Abbots Langley Parish Council's grant in our Annual Report, our Chairman's or Secretary's report at our AGM, our accounts which cover the period of the grant and in any publicity materials we produce about the project or service. We will supply copies of these documents to Abbots Langley Parish Council if requested.

We will show the grant in a separate line in our annual accounts, detailed as a 'restricted funds' and will not include it under general funds.

Abbots Langley Parish Council may use our name and the name of our project or service in its own publicity materials. We will inform Abbots Langley Parish Council of any situation where confidentiality is a particular issue.

We will monitor the success of the project or service and report to Abbots Langley Parish Council if requested.

We understand that Abbots Langley Parish Council will not normally increase the grant, and that monitoring and control of the project or service expenditure is our responsibility.

We will keep all financial records and accounts, including receipts for items bought. We will make these available to Abbots Langley Parish Council on request.

Abbots Langley Parish Council may hold back payment or ask us to repay, in whole or in part, in the following circumstances:

If we fail to keep to this agreement in any way:

- If the application form was completed dishonestly or the supporting documents gave false or misleading information;
- If we close down, become insolvent, go into administration, receivership or liquidation, or make an arrangement with our creditors;
- If our organisation closes down we will not sell or dispose of any equipment or assets without first receiving Abbots Langley Parish Council's written agreement.
- If we have bought any equipment or assets with the grant, these terms and conditions will apply until the end of the normal expected working life of the assets.
- Any payment made prior to the completion of a project will be recovered if the project does not reach completion.





Section G: Checklist

We have read and understood all the guidance notes	5
We have fully completed all the sections of the application unless otherwise directed.	5
We have enclosed all the relevant documents/ information we need to send:	5
(As applicable):	
Constitution/Governing documents	5
Accounts for past two years	5
Project profile	5
Copy of Resolution or authority to make application	5
Other relevant material	5
The main contact named has signed the declaration	5
A senior person, with the authority to do so, has signed the agreement	5
We have made a copy of this application to keep for our reference.	5

Copying facilities in the Parish Council offices may be used in the preparation of this application.

**Please return your completed application form to us at:**

Abbots Langley Parish Council  
Council Offices  
Langley Road  
Abbots Langley  
WD5 0EJ

If you need any assistance with any part of the application, please  
Telephone 01923 265139 or e-mail [finance@abbotslangley-pc.gov.uk](mailto:finance@abbotslangley-pc.gov.uk)

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