

# Kingston Parish Council

## Financial Grants Scheme

### Application form and guidance notes for applicants

**2022-2023**

These notes explain the background to the council's financial grants scheme. Please read them carefully before you complete the grant application form.

#### **Kingston Parish Council Grants Policy**

The council's grant scheme is designed to support small community groups in Kingston and encourage the development of new groups.

The aim of the scheme is to promote an active community by supporting voluntary, non-profit and charitable groups within the village to help develop or improve the services and activities they provide.

The council has the power to give such financial assistance under various statutes. Those relevant to Kingston include:

#### Local Government Act 1972:

S137 in respect of expenditure for purposes not otherwise authorised, which are considered to be in the interests of, and bringing direct benefit to, the area and its community.

S147 in respect of provision of information concerning services available

S145 in respect of provision of entertainment or development of arts and crafts

#### Local Government (Miscellaneous Provisions) Act 1976:

S19 in respect of provision of recreational, social and sporting facilities.

#### **How the scheme works**

The total grant fund available for any financial year is £1,000, and once those funds have been allocated to individual projects other applications will be informed and carried over for consideration in the next financial year.

Most grants will be given for a maximum of a few hundred pounds only.

Applications are accepted throughout the year for review at the council's next appointed meeting and can be made towards a special project or the running costs of your group. Funds will then be dispersed to successful applicants.

#### General conditions:

- Applications will not be considered from individuals or commercial or business organisations.
- Applications will not be considered from groups whose fundraising is sent to their central headquarters for redistribution
- Applications will not be considered from groups who intend to oppose or support any particular political party or to discriminate in any way
- The group must have clearly stated aims and objectives
- The group must provide a written constitution which has been formally adopted by its members or similar document of agreement if the association is less formal.
- The group 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.
- If the group is constituted it is required to submit accounts for the previous year or in the case of a new group or less formal group a comprehensive budget and activity plan.
- If the group is constituted it is required to have a bank account in its own name
- In the case of a less formal group a named organiser should be nominated by the group to act as treasurer for the purpose of the grant administration and to receive the grant on behalf of the group. These arrangements should be minuted at the group's meeting and a copy of the minutes supplied to Kingston Parish Council.
- Kingston Parish Council retain the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
- Groups that receive a grant will be required to acknowledge receipt of the grant and to provide a progress report to the council after six months and to acknowledge Kingston Parish Council's contribution on all publicity/printed material.

## Completing your application form

Please be concise and use the space on the form itself rather than attaching unnecessary additional pages. Should you need to expand on information then use A4 white paper and head the sheet as a continuation of the main section you are completing.

If you need help with completing any section or have any questions, please ask:  
Email [clerk@kingston-pc.gov.uk](mailto:clerk@kingston-pc.gov.uk)

# Kingston Parish Council Financial Grant Application Form 2022-2023

- PLEASE WRITE CLEARLY IN DARK INK OR TYPE
- ONLY SEND REQUESTED INFORMATION OR DOCUMENTS

## A. Contact details

1. Name & address of your group:

2. MAIN contact for this application:

Full name:

Position held in the group:

Contact address including postcode:

Email address:

Telephone:

## B. About your group

3. What type of organisation are you?

Community group / club / society / registered charity (please delete)

If a registered charity please supply your registration number :

**4. When did your group start? When did it first start meeting or running activities?**

**Month..... Year.....**

**5. Briefly describe the purpose of your group.** 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.*

**6. How many people are involved in your group?**

**Volunteers..... Management committee members.....**

**Ordinary members..... Paid staff.....**

**Others.....(please describe)**

**7. Please tick if the group has any of the following:**

**Public liability insurance?**

**Maximum cover?**

**Other insurance (please specify)?**

**Maximum cover?**

**C. About your project/service**

**8. Describe the project or service for which you are seeking funds. Does it have a title? What does it aim to achieve? How will it work? *Please enclose any supporting documents, plans.***

**9. How have you identified a need for this?**

**10. When do you intend the project or service to start?**

**Month..... Year.....**

**11. How many people in Kingston do you expect to benefit directly from your project? And what age group?**

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

**13. What experience does your group or individual members have of running this type of project?**

**14. What is the cost for your project? Please give a summary breakdown of what the money is for. *If you have a project budget please enclose it with your application.***

**Item or activity:**

**Estimated cost:**

**15. Have you sought funding from others? If yes please give details of which organisation/s, the amount requested and whether you were successful.**

**16. How much of your own money will be used for this project?**

£.....

**17. How much money are you asking Kingston Parish Council to grant?**

£.....

**18. Details of group or group treasurer bank account?**

Account name.....

Account number.....Sort code.....

Names of all account signatories.....

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**19. Please give any additional information that you think may be helpful.**

**DECLARATION**

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

- I confirm that to the best of my knowledge, all the information in this application form is true and correct.
- I understand that you may ask for additional information.
- I am authorised to act for the organisation in making this application for financial assistance

**Signature**\_\_\_\_\_

**Date**\_\_\_\_\_

**Name (please print)** \_\_\_\_\_