

LEDHAM PARISH COUNCIL

PARISH GRANT SCHEME – GUIDELINES

These guidelines were agreed at a meeting held on Wednesday 27th May 2020

1. Groups within the parish can apply to the fund. Those outside the parish who can demonstrate direct benefit to the inhabitants will also be eligible to apply.
2. The scheme will support both capital and revenue projects. Projects with total cost of £500 and below will be eligible to apply for funding.
3. Groups will apply to the fund using the agreed application form (As agreed on Wednesday 27th May 2020).
4. Groups will be expected to supply the following accompanying documentation:
 - a. A copy of the most recent audited accounts, including an up to date balance sheet
 - b. A copy of the constitution or rules of the group
 - c. Provide proof that the group has a bank account with two signatories.
 - d. Provide a 12 month forward plan (activities and finance)
5. There will be one deadline for applications – 30 September. Council will normally advertise availability of the scheme two months in advance via the council's website and (any other medium).
6. The September bidding round will make £500 available for grants.
7. Groups can apply once per year but may bid for a number of elements of a project in the application.
8. All applications will be considered with regard to financial stability of the groups and judged on their own merits; particular attention will be given to the group clearly demonstrating the need for the project.
9. Groups will be expected to contribute some of their own funds to the project although a set percentage has not been agreed. However, where possible a group will be expected to make some contribution from its own funds.
10. Where partnership funding is being sourced outside the parish, the council would wish to see that such funding has been secured prior to awarding a grant.
11. Retrospective applications (ie for projects already completed) will be allowed. Council will adjudge at the time of application whether the project was urgent and also consider the financial situation of the group at the time.

LEDHAM PARISH COUNCIL

Parish Grant Scheme

Application form

Name of group:	
Main group contact: (full name and title)	
Position in group	
Address	
Telephone	
E-mail	
Provide a detailed description of the project and who will benefit from it	
Say how you know there is a need for your project	
What are the full costs of the project (including VAT if applicable)	
Where is other funding from the project to come from? (Tell us the funder and the amount you expect from them)	<p>Funder £.....</p> <p>Funder £.....</p> <p>Funder £.....</p> <p>Funder £.....</p>

Please tell us the stage at which your other applications are at, ie just applied, awaiting outcome of application or funding confirmed.	
What contribution to these costs would you like from the parish council?	£
Is this contribution for a specific element of the project?	
What is the structure of your organisation?	Informal group <input type="checkbox"/> Registered charity <input type="checkbox"/> Other <input type="checkbox"/> Please give details below

Supporting information checklist

Where relevant please ensure that the following documents are submitted with your application (accounts and bank statements must always be submitted).

	Tick to confirm enclosure
Group constitution or set of rules	
Copy of the most recent/audited accounts	
Evidence of planning permission (if necessary)	
Three most recent bank account statements	
Twelve month forward plan: activities and finance	

Please return to:

Chris Pilkington, Clerk to Ledsham Parish Council
 41 The Oval, Notton, Wakefield, West Yorkshire, WF4 2NX
 E-mail: clerk@ledshamparishcouncil.gov.uk