

## SHAUGH PRIOR COMMUNITY FUND

### Applying for a Grant from Shaugh Prior Parish Council

Shaugh Prior Parish Council Community Fund has been established to provide the opportunity to secure grant funding to support projects/initiatives within the Parish which bring forward benefits to residents and lead to an overall improvement in well-being. It is open to all organisations/charitable groups within the Parish as well as individuals for educational/charitable purposes.

Shaugh Prior Parish Council has set aside a budget of up to £1400 for the financial year 2024/25. This sum is reviewed annually and set at the annual budget meeting each January.

To ensure that requests for grants do not exceed the budget set aside, the Parish Council has established some simple criteria for awarding grants, basic guidelines for applicants and a common application process. By establishing clear guidelines and criteria for grant awards, parish councillors hope to achieve an outcome that treats all applicants as fairly as possible.

The guidelines are also intended to help applicants decide whether to pursue a grant application in the first place and to ensure that the criteria for awarding grants are clearly understood by both applicants and councillors alike.

Grant applications will be considered throughout the year and should be submitted to the Clerk **no less than 2 full weeks before the date of the monthly meeting where the applicant would like the grant request to be considered by the Parish Council.**

All applications will be considered on their merits, but parish councillors are keen to award grants to organisations or activities that demonstrate a direct benefit to residents in the parish and – where appropriate – have a majority of participants from the parish. Priority will also be given to activities which involve

- Children and elderly people
- Sports and recreational groups/facilities
- Social activities with the potential to benefit all villagers

Furthermore grants will be considered for individual persons who live within the Parish to assist in the funding of charitable work which is education-based.

It is important to note that in 2024/25:

- Grants will not normally exceed £200 each but requests for higher amounts will be considered on their merits.
- Grants from this fund will not be awarded for the maintenance of churches or religious premises. Separate grant applications should be submitted for such.
- For organisations seeking funding, a copy of their completed annual accounts will need to be submitted with the completed grant application form. If seeking funding for a particular project then the cost estimates for that project should also be provided. This would not apply to individuals applying for grants.

- If a grant is awarded, evidence must be provided of how the money has been spent.

If you require any assistance in completing your application, please contact Scott Smy on: 01752 698305.

Name of organisation or group	
Your Name	
Your Role <i>e.g. Chairman, Treasurer, Leader</i>	
Your Address <i>For correspondence</i>	
Your email address	
Your phone number	

Tell us about the funding that you are seeking (*normally* up to a maximum of £200)

Amount requested	
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Please tell us what you are seeking the grant for and how does it lead to a direct benefit to persons living in the Parish? If you are an individual how does the grant funding link to charitable/educational benefits?

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### Previous Grants Awarded

Please let us know about any grants you have received from Shaugh Prior Parish Council during the past three years and a very brief summary of how the grant was used.

	£ Total value of grant awarded / How the grant was used?
2021	
2022	
2023	

### Financial Information required from Organisations

In order to assess grant applications made by organisations, we would like you to include separate A4 sheet/s that provide Council members with a simple summary of income and expenditure for the previous financial year and expected income and expenditure in the current financial year. Any reserves should also be included.

Please note, this information should clearly identify funds that have been raised or are expected to be raised through grants, awards or donations from other public, private or voluntary bodies.

Each application must also be accompanied by a bank statement in the Group's name showing the present cash balance.

### **WE REGRET THAT NO GRANT CAN BE CONSIDERED UNLESS ACCOMPANIED BY THESE DOCUMENTS**

Applications should be addressed to the Parish Clerk at the following address:

*Scott Smy, 57 Priory Close, Ivybridge, Devon, PL21 9JG or by email –*

*scott.smy@shaughpriorparish.gov.uk*