

# IWADE PARISH COUNCIL

## APPLICATION FOR FINANCIAL ASSISTANCE

*Please read notes before completing the application*

Please use black Ink and block capitals. You may continue on a separate sheet if necessary, but please put the name of your organisation on any additional sheets.

**Organisation Details:**

**Date of Application:**

Name of Organisation:.....

Address: .....

.....

.....Post Code:.....

Tel: ..... Email address: .....

***Description of your organisation's activities:***

New groups should describe the activities they plan to provide:

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How long has your organisation been in existence?

Are you a registered charity YES / NO - if **YES** please give Registration number:

***Membership:***

Total Membership:

Number of **Iwade** residents that are members:

**Contact Details:**

Name of contact: .....

Position: .....

Address for correspondence (if different from above): .....

.....

.....

Post Code: ..... Tel: ..... Email:.....

**Does your organisation operate within Iwade Parish:** YES/ NO

If **No** please complete box below:

***If your location is outside Iwade Parish what are the benefits the residents of Iwade can expect from any Financial Assistance given?***

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**Financial Details:**

**Total Cost £**

**How much are you applying for: £**

Please give an itemised breakdown of the expenditure for which the money is being applied for. This must include evidence (i.e. supplier's estimates etc.)

DETAILS	COST
TOTAL	

Have you made any application for \* financial assistance to any other body for this application?

YES/ NO

If **YES**, please give details:

Name of organisation applied to	Date of application	Amount applied for	Amount received

<b>Financial Summary:</b>	£
Total Cost	
Your Contribution	
<b>Sub Total</b>	
* Other Financial assistance	
<b>Sub Total</b>	
Amount applied for	

***Additional Information:***

Are there any other comments you wish to make to support this application? Please give this information below. Or attach a separate sheet.

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***Your Financial Situation:***

**All applications must be accompanied by the following financial information:**

- **A copy of your latest audited accounts or other financial report which indicates your financial position.**
- **Photocopy of last three months bank statements.**
- **A statement of capital assets, if any.**
- **A copy of your organisation's constitution.**

**The parish council may request additional information depending on the project and amount of financial assistance sought.**

*I certify that the information given is correct to the best of my knowledge and I undertake that any funds granted by the Parish Council as a result of this application will be used solely for the purposes stated above.*

Signed:..... Date: .....

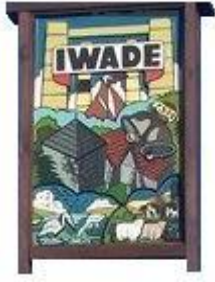
Please Print name: .....

Capacity in which signed: .....

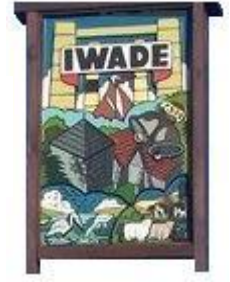
**Please return to:** Iwade Parish Council, P.O. Box 588, Sittingbourne, Kent, ME10 9ET

**For Office Use Only**

Date of receipt:		Date of Decision:	
Date of acknowledgement:		Outcome of application:	Approved / Rejected
Cheque number / amount:	/£	Date issued:	



# IWADE PARISH COUNCIL



## Application for Financial Assistance

**These notes have been prepared to explain the main details of the Parish Council's Financial Assistance Scheme. Please read them carefully before completing the application form.**

The aim of the financial assistance scheme is to help promote a vibrant and active local community. The Parish Council recognises and supports the valuable contribution made by many volunteer groups and organisations in the fields of sport, art, culture, social care, services for young people, elderly people and people with disabilities and the many others who contribute to the well being of the community.

The Parish Council will consider financial support for organisations and groups, which are not for profit and whose membership and field of activity benefits the residents of Iwade.

**There is a limited budget available each year for Financial Assistance. The Parish Council considers applications once a year in November and all applications for financial assistance must be received by the 30th November.**

**\*\*Applications after this date will not be considered for the next financial year. If approved, payment will be made in the following financial year commencing 6<sup>th</sup> April.**

So that applications can be given proper consideration please ensure they are presented well in advance of the deadline.

**\*\*However, on an exceptional basis, the Council is prepared to consider applications at other times of the year if the applicant can demonstrate a special requirement and if available budgets allow.**

### What can grants be used for?

1. The capital costs, or a contribution towards the costs of any new or replacement equipment that may be required to assist the group in its activities;
2. The costs, or a contribution towards the costs involved in the presentation of an event, concert, performance or specific activity produced by a local group;
3. The costs involved in the establishment of a new local voluntary or charitable group;
4. The general running costs incurred by local voluntary and charitable groups to enable them to sustain their services and activities

**When considering an application the following points will be considered:**

1. How well the financial assistance will benefit the Iwade community.
2. How effectively the organisation will use the financial assistance.
3. Whether the costs are appropriate and realistic.
4. The level of contribution raised locally.
5. Whether the organisation can reasonably have been expected to obtain sufficient funding from a more appropriate source.
6. If the project for which funding is sought duplicates or compete with an existing facility / project or compromises the viability of an existing facility / project.

**Applications cannot be accepted from:**

1. Individuals
2. Organisations connected to political activity.
3. Commercial businesses.
4. Organisations intending to discriminate on grounds of gender, sexuality, race, disability or religion.
5. Retrospective applications where the expenditure has been made.

**Conditions of Funding:**

Applications are considered by Iwade parish Council Members to ensure that they meet the criteria for assistance.

Applications will only be accepted from charitable or non-profit making organisations and not for the benefit of individuals.

Organisations are limited to one application per year.

Organisations should be local to Iwade, or if outside the area their work should be of direct benefit to the Iwade parish and its residents.

Applications will not be considered from national organisations or local groups with access to funds from national umbrella or parent organisations unless it can be demonstrated that inadequate funds are available for a specific project of local significance.

*On completion of the project the Parish Council will require to see evidence that the Financial Assistance given has been used as per the funding application.*

Organisations that receive financial assistance will be required to acknowledge the Parish Council's contribution on all publicity material and may be asked to participate in the Parish Council's own publicity.

The Council reserves the right to seek supplementary information from applicants before making a final decision. The Council's decision is final as to whether to award financial assistance and the value of that award. There is no right to appeal the outcome.