



Helsby Parish Council

EXCEPTIONAL GRANT APPLICATION FORM

Helsby Parish Council may consider grant applications at any time outside of our Community Grant Show process, but these should only be made in exceptional circumstances. The Council will only consider one application from an organisation within any financial year. Applicants that were successful at the previous Grant Show cannot apply for any additional grants during the same year.

Applicants should complete the attached application form and the application must meet the criteria set out under the 'Criteria for Applicants' section below. Applicants must state why they haven't made an application through the latest Grant Show. Once submitted, the Council will determine if the application meets the grant criteria. The Clerk or a designated councillor will then collate all the necessary information from the applicant ready for presentation and discussion at an appropriate Council meeting.

All grants and their amounts are awarded at the Council's discretion. The Council's decision is final and there is no right of appeal. All applicants will be notified of the Council's decision.

If successful, a grant award letter will be sent to the recipient and payments shall be made to the organisation within four weeks. Payments will be made by bank transfer, to a bank account in the name of the organisation only. In exceptional circumstances, and only by special request, payment can be made by cheque.

Terms and Conditions

Successful applicants must complete an evaluation report within twelve months of receipt of the grant on a prescribed form. This report should set out how the money has been spent, including copies of invoices and receipts, plus attendance numbers, photos, press clippings, etc. where applicable.

Applicants must not change the use of their grant award without the written permission of the Council.

Receipts for all expenditure above £200 shall be provided as part of the evaluation to demonstrate the grant was spent appropriately.

The Council reserves the right to reclaim any funds not spent in accordance with the application, left unspent after one year of receipt or in full/partially for breach of conditions. Funds may also be reclaimed if, for any reason, the organisation disbands.

Applicants must acknowledge the Council in any publicity relating to the grant and agree to the Council publicising details of any grants it makes.

The Council shall apply any additional conditions it deems necessary as part of the grant award. These will be set out, where relevant, in an award confirmation letter.

Criteria for applicants

Eligible organisations/projects include non-profit voluntary and community groups, 'friends of' groups, educational establishments and local social/environmental projects. Groups from outside the parish who can demonstrate direct benefit to the area may apply, although priority should be given to local groups and organisations. Funding is intended to benefit the community. Therefore, applications that only benefit one individual are not eligible.

In addition, groups/projects must:

- Be active in the Helsby area;
- Show how the project/activity makes a difference to the local Helsby community;
- Show how the amount of grant fits with the estimated costs of the project/activity;
- Prove that the project/activity is sustainable;
- Show how the project/activity provides an improvement in current activity or starts a new activity;
- Indicate who is likely to benefit; and
- Indicate when the project is likely to start and be completed.

Due to local government funding rules, the following will not be eligible for funding:

- Supporting political parties or anything party political;
- Religious organisations (unless for non-religious activities);
- Activity that brings the council into disrepute or any illegal activity;
- Salaries;
- Lobbying against council policy;
- Anything that is in a mainstream council budget (e.g. core school expenditure);
- Anything contrary to the council's financial regulations; and/or
- Supporting any organisation, which in the view of Helsby Parish Council, has racist, extremist or other policies which the parish council deems to be unacceptable.

Successful applicants must have a bank account in the organisation's name that requires at least two signatures and must send their constitution with the completed application form. They must also have a safeguarding policy if working with children and/or adults at risk. The parish council may ask to see policy documents and other information such as risk assessments, insurance details and financial accounts prior to awards being made.

HELSEBY EXCEPTIONAL GRANT APPLICATION FORM

Project title	
Name and details of organisation	
Address of organisation	
Contact name	
Telephone	
E-mail	
Cost of project/activity	
Bank account name Sort Code Account number	
Description of project/ activity (using criteria on page 1 above)	

Signature(s)		
Date		

Guidance on Completing the Application Form

Project Title

Provide a suitable name for the proposed project or activity (e.g. new netball kit for ...team; or LED lights for ... community building).

Name and Details of Organisation

State the name of the group and a brief description about what it does.

Cost of Project/Activity

Include the total amount of the activity/project. Where expenditure on a single item exceeds £500, the applicant should demonstrate that best value has been sought; this may be by submitting quotations.

Financial Details

Complete this section in full so we know where to send the payment to.

Description of Project/Activity

The project or supported activity should meet the criteria as set out above. Ensure that you include the start and end date of the project/activity.

Signature

Please sign and date the form.

Please return your completed application form and constitution via e-mail to clerk@helsbyparishcouncil.gov.uk or via post to:

**Helsby Parish Council
Parish Office
Helsby Community Sports Club
Callender Way
Helsby
WA6 0FX**

If you require any further information, please contact the parish clerk at clerk@helsbyparishcouncil.gov.uk or telephone: 01928 726433.

Data Protection:

Any information you provide will only be used for the reasons specified, and it will not be shared with any third party without your consent unless required by law.