

WARLINGHAM PARISH COUNCIL

APPLICATION FOR GRANT AID 2021/22

Our Criteria

The Parish Council wants its grant money to be used locally, effectively and in numerous different ways to benefit the people of Warlingham.

We wish to fund organisations most in need of funds and projects which:

- have specific end-dates. We will not normally consider applications for running costs
- have specific and measurable outcomes
- support the Parish Council's strategic aims of improving Warlingham's environment, facilities, economy, security, and community.

To be successful, applicants must

- be based in Warlingham or be able to demonstrate they provide a significant level of service for Warlingham residents
- have a clear record of benefiting the Warlingham community
- demonstrate they are raising money from other sources.

Instructions

Please read the following instructions carefully:

1. Please return your completed application, preferably by email via:
clerk@warlingham-pc.gov.uk
or by post to The Clerk, Warlingham Parish Council, c/o Warlingham Community Library, Shelton Avenue, Warlingham, Surrey, CR6 9NF.
2. Your application must be received by 31 October 2021 and late applications cannot be considered.
3. Please only use the enclosed Grant Aid application form.
4. Applicants should complete all parts of the form and provide all the information requested as fully as possible. Please note lack of information may result in the Parish Council being unable to make a balanced decision, which could adversely affect the application. If a question is not relevant to your organisation you may put N/A.
5. Latest audited accounts must be attached to your application
6. Please send a stamped and self-addressed envelope with your application
7. Please telephone the clerk on 07951 211498 if you have any queries.

NOTES FOR COMPLETING THE APPLICATION FORM

Please refer to these notes before completing the application form.

SECTION A

The purpose of this section is to give the Councillors a structured overview of your organisation.

1. The name of your organisation.
2. The address of your organisation.
3. In a couple of sentences describe its main aims (mission statement)
4. If you are a registered charity please answer yes.
5. Your active number of members or volunteers (if exact number not available please give estimate).
6. The number of people benefiting from your organisation (if the exact number is not known please give an estimate)
7. Grant aid will only be given to organisations that are based in Warlingham or are able to demonstrate that they provide a significant level of service for residents of Warlingham.
8. This is the date of your audited accounts as attached to your application.
9. This section requests extracted data from those accounts
 - a. Total income from all sources including interest received
 - b. Total expenditure from all sources including interest paid
 - c. This is a) minus b) show loss in brackets
 - d. Income from members fees and subscriptions which are included in a.
 - e. Net cash position is total cash deposits held with banks and other financial institutions, less any short-term borrowing. Do not include non-cash investments

SECTION B

1. State the amount you are requesting, please be realistic when applying.
2. State the purpose for which the grant is required
3. State the total cost of the item or project
4. The external auditor also requires the Parish Council to be aware of those organisations that apply for grant aid elsewhere. Organisations should not be wholly dependent on grant aid from local authorities.

SECTION C

This is a free format section that gives you the opportunity to pitch for your grant. **Please demonstrate how you meet the criteria at the beginning of this form.** In particular:

- **The Council looks for evidence that** organisations have attempted to fund raise themselves. Please outline your success with this in the last twelve months.
- **If you received a grant from the Council previously**, explain what you did to ensure sustainability for your organisation after the grant was spent.
- The Council **wishes to** support organisations that benefit the wider community especially the young, disabled and elderly. Please outline your involvement with the community **and the impact you have had.**

SECTION D

This information is about you the Officer of the organisation submitting the request.

WARLINGHAM PARISH COUNCIL

APPLICATION FOR GRANT AID

A. About your organisation

1. Name
2. Address
3. Brief explanation of main aims
4. Registered Charity please tick YES NO
5. Number of members or volunteers
6. Number of people benefiting from your organisation
7. Is your organisation based in the parish of Warlingham?
8. Audited accounts are enclosed for the yearmonth.....year
9. Extracted from these accounts, please state £
a. Total income
b. Total expenditure
c. Operating surplus/loss (a minus b)
d. Income from fees/subscriptions
e. Net Cash position

B. About your grant request

1. The amount requested	£
2. The proposed use of funds -	
. Item or project description	
3. Total cost of item or project	£
4. Are you applying to other local authorities for grant aid?	
If yes please specify	

C. Further information about your organisation

1. Action taken in last 12 months to raise funds by your own resources
2. The amount raised by the action in question 1. £
3. The principle beneficiaries of your organisation including age groups or other characteristics
4. Any further information relevant to support your application
5. If your application is successful, what is the full payee name we should use on the cheque?

D. Details of person making application

Name	
Address	
Post code	
Capacity	
Telephone no.	Email address
Please sign	Date