

# WARLINGHAM PARISH COUNCIL

## APPLICATION FOR GRANT AID (EXCLUDING RUNNING COSTS)

### Our Criteria

The Parish Council wants its grant money to be used locally and effectively to benefit the people of Warlingham.

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

- have specific end-dates.
- have specific and measurable outcomes
- support the Parish Council's strategic aims of improving Warlingham's environment, facilities, economy, security and community. The more of these that a project addresses the greater its chance of being funded.
- are based in Warlingham or able to demonstrate they do or will provide a significant level of service to Warlingham residents
- have more than one source of funding

In addition:

- projects which support the young, elderly, disabled or vulnerable will be given higher priority
- established organisations should demonstrate a record of contributing to the wider community.

### Instructions

Please read the following instructions carefully:

1. Please return your completed application, preferably by email via: [clerk@warlingham-pc.gov.uk](mailto:clerk@warlingham-pc.gov.uk) or by post to The Clerk, Warlingham Parish Council, c/o Warlingham Community Library, Shelton Avenue, Warlingham, CR6 9NF.
2. Your application must be received by 31 October 2022 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 that a 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/reviewed accounts must be attached to your application (unless you are a new organisation, in which case other information is required – see guidance notes)
6. Please telephone the clerk on 07951 211498 if you have any queries.
7. Emailed applications should bear an electronic signature (a scan of your usual signature is acceptable)

## NOTES FOR COMPLETING THE APPLICATION FORM

**Please refer to these notes before completing the application form. Guidance is available from the Clerk if required.**

### SECTION A

The purpose of this section is to give 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/ will provide a significant level of service for residents of Warlingham.
8. This is the date of your audited/reviewed 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 including interest paid
  - c. This is a) minus b) show any loss in brackets
  - d. Only state the income from fees/ memberships and/or subscriptions
  - 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

If your organisation is new and does not yet have accounts, please supply a copy of your constitution, bank account details, budget for the project, and if possible a reference from an established Warlingham figure e.g. councillor, doctor, clergyperson

### 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. State the expected start date and duration of the project.
5. The external auditor requires the Parish Council to be aware of those organisations that apply for grant aid elsewhere.

### 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.
- Clarify who will benefit from the Project.
- 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 (EXCLUDING RUNNING COSTS)

#### 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/reviewed accounts are enclosed for the year .....month.....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

\*not required for new organisations – please refer to the guidance notes

#### B. About your grant request

1. The amount requested    £
2. The proposed use of funds (items or project description)
3. Total cost of item or project    £
4. Expected timescales including start date
5. Are you applying to other bodies? If yes, please specify

#### C. Further information about your organisation

1. Action taken in last 12 months to raise funds from other sources
2. The amount raised by the action in question 1.        £
3. How does the project support the Council's five strategic aims ?
4. The principal beneficiaries of your organisation including age groups or other characteristics
5. Any further information relevant to support your application, including how you have contributed to the Warlingham community if an established organisation
6. 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