

WARLINGHAM PARISH COUNCIL

APPLICATION FOR GRANT AID INCLUDING PROVISION FOR RUNNING COSTS

Our Criteria

The Parish Council wants its grant money to be used locally and effectively to benefit the people of Warlingham. It recognises that there are certain organisations which provide important services and/or facilities to Warlingham which it is reasonable for the people of Warlingham to support financially each year via the Parish Council. These organisations principally need support with running costs, not one-off projects.

The key criteria for support are that an organisation:

- supports the Parish Council's five strategic aims of maintaining and improving Warlingham's environment, facilities, economy, security and community.
- is well established and sustainable
- provides a needed and proven service or facility to Warlingham residents
- does not have members with exclusive/main use of the facility/service who can be expected to pay for its maintenance/operation
- is based in Warlingham or able to demonstrate it provides a significant level of service to Warlingham residents
- has more than one source of funding

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 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 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
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 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. 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 total running costs or total running costs for the activity for which a grant is requested
4. 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.

