



PURTON PARISH COUNCIL

Council Office, Village Hall, Station Road,

Purton, Swindon, Wiltshire, SN5 4AJ

Tel : 01793 771066

Email : deborah.lawrence@purtonparishcouncil.gov.uk

Purton Parish Council considers Grant Aid/ Donation applications twice a year in February and June. Please ensure the application form and supporting information are complete before submission.

Please complete the attached form and if necessary provide additional information on a blank sheet. If you have any questions or queries please do not hesitate to contact our offices above.

1	<p>YOUR ORGANISATION Please give us the following information about your organisation:-</p> <p>Name of organisation : <input style="width: 600px; height: 60px;" type="text"/></p> <p>Address : <input style="width: 720px; height: 70px;" type="text"/></p> <p>Description of your organisations activities: <input style="width: 800px; height: 90px;" type="text"/></p> <p>Please list your aims and objectives. <input style="width: 800px; height: 100px;" type="text"/></p>
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2	<p>CONTACT DETAILS</p> <p>Name of contact <input style="width: 580px; height: 40px;" type="text"/></p> <p>Position in organisation <input style="width: 580px; height: 40px;" type="text"/></p>
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Address for correspondence (if different from organisation address)

Telephone : (daytime)

(evening)

Email :

3 PAYMENT DETAILS IF SUCCESSFUL

Cheque Payee Name

Method of sending :

Posted

Collection

Tick appropriate method

(Collection only from Council Offices)

4 PREVIOUS APPLICATIONS

Has your organisation previously applied for a grant from this Parish Council ? If YES please give details of the project and the date and amount of grant received if any. Purton Parish Council

Was the project described completed :

5 **YOUR APPLICATION**

a) Brief description of project or scheme for which grant is intended :- *(use additional sheets if required)*

b) Who will benefit from the proposed project or scheme ?

c) No of Purton residents who will benefit TOTAL cost of project or scheme : £

How much are you applying for : £

d) Please give an itemised breakdown of the expenditure for which this money is being applied for. Please include evidence (eg: suppliers estimates or prices lists) of the likely cost of all items of expenditure where possible. *(attach on a separate sheet if required)*

e) Have you made any grant applications to other bodies for this project ? YES/NO If yes, please give details below :-

6	<p>YOUR FINANCIAL SITUATION</p> <p>All applications must be accompanied by the following financial information. <i>If you do not supply this information your application will not be considered unless previously agreed in writing by the Council.</i></p> <p><input type="checkbox"/> A copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position, or</p> <p><input type="checkbox"/> Photocopy of bank statements covering the past six months</p> <p><input type="checkbox"/> A statement of your capital assets, if any</p> <p>If you are unable to supply this information, please contact the Parish Council for advise before submitting this application.</p>
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The Council will not provide ongoing support to organisations as a yearly commitment and each application should be for a specific project.

Please sign the application when complete before submission to Deborah Lawrence, Clerk, Purton Parish Council, Council Office, Station Road, Purton, Swindon, Wiltshire, SN5 4AJ

FOR OFFICE USE ONLY			
Date received	All paperwork checked (dated)	Meeting submission date	Grant Awarded or refused (amount)
Verified by :			

SECTION 137 DONATION

Eligibility Criteria

Grants cannot be made retrospectively and application must be made in advance of the project commencing.

Awards may be for start-up initiatives for new organisations/projects as well as grants for existing organisations.

Grants awarded must be:

- To benefit Purton and its residents – and the application should demonstrate clearly how the grant will help and how many people will benefit
- For a specific purpose and which is not directly controlled or administered by the Council
- Not for an individual (s)
- Not for political purposes
- Not for private organisations operated as a business to make a profit or surplus

The organisation will normally be expected to have clearly written aims and objectives, a written constitution and membership rules, copies of which should be submitted as part of the application.

In addition, an organisation must demonstrate that it is properly managed and able to run its **financial** affairs responsibly. An acceptable way for the organisation to demonstrate this would be the submission of audited accounts or accounts that have been examined by a suitably qualified person, for the previous financial year, or in the case of a newly formed organisation, a detailed budget and business plan.

The Clerk of the Council will work through any application that is submitted to ensure the information is viable for the donation scheme. Eligibility does not mean that the grant will be issued.

Examples :-

- Non for profit playgroup wants new toys for the children
- Brownie pack are fundraising for a mini bus – if the whole brownie group apply as a group and no individuals it meets the criteria
- The local non profit mini bus service wants to have new literature posted to all houses to encourage use and keep the service operational
- Local club want to purchase an overhead projector to allow more picture displays to residents at their meetings
- Local litter picking group want PPE for use
- Residents wish to produce a “neighbourhood” garden project

At all times the application should demonstrate the benefit, commensurate to the donation.