



Harden Village Council

SMALL GRANTS APPLICATION FORM

1. **NAME OF ORGANISATION/INDIVIDUAL: -**

2. **SECRETARY OR ORGANISATION'S CONTACT TO WHOM ALL CORRESPONDENCE SHOULD BE SENT: -**

Name:	
Address:	
Telephone:	
Base (if different from above):	

3. **AMOUNT REQUESTED: £**

TOTAL COST OF PROJECT: £

4. **DETAILS OF ACCOUNT THAT ANY CHEQUES SHOULD BE MADE PAYABLE TO: -**

Name to be put on cheque:	
Bank / Building Society:	
Address:	
Account Number:	
Sort Code:	

5. **DESCRIPTION OF EVENT/PROJECT FOR WHICH ASSISTANCE IS REQUESTED: -**

6. **DATE(S)/VENUE(S)/FREQUENCY OF EVENT(S) – ENCLOSE A PROGRAMME IF AVAILABLE:**

7. **DETAILED ESTIMATED INCOME AND EXPENDITURE FOR THIS PROJECT (INCLUDE OTHER GRANTS, ADMISSION CHARGES, FUND-RAISING, SUBSCRIPTIONS ETC): -**

Expenditure	Income

8. **WHAT BENEFIT WILL THE ACTIVITY BRING TO THE LOCAL COMMUNITY AND HOW MANY PEOPLE DO YOU EXPECT TO ATTEND OR BENEFIT FROM THE ACTIVITY? These should link to the Village Plan priorities (see Village Plan enclosed) and their impact on these.**

9. **PLEASE LIST ALL GRANTS THAT HAVE BEEN OBTAINED IN THE LAST THREE YEARS (EG: SPORTS COUNCIL, ARTS COUNCIL, LOCAL AUTHORITY ETC)**

10. **HAVE YOU APPLIED TO OTHER FUNDING BODIES, INCLUDING SHIPLEYCO-ORDINATOR'S OFFICE, REGARDING THIS CURRENT APPLICATION? (IF YES, PLEASE SPECIFY): -**

11. **PLEASE ATTACH THE FOLLOWING INFORMATION IN SUPPORT OF YOUR APPLICATION (PLEASE TICK IF ATTACHED).**

1. Your Organisation's constitution or rules	
2. Latest audited accounts or bank statements	
3. Quotations from independent suppliers for expenditure – IF APPLICABLE	
4. Any other relevant information to support your application	

12.

Signature of Applicant		Date	
Name (Please Print)			
Position in Organisation			

CRITERIA FOR APPLICATIONS

1. Applications will only be considered from groups/organisations that either operate in, or benefit people who live within, the Harden Village Council area, or individuals living in the Village who are engaged in exceptional sporting, artistic or voluntary work endeavours.
2. Applications will be considered to assist community based leisure/cultural activities that will be of benefit to the community, and where the activity could not go ahead without financial assistance.
3. Special consideration will be given to particular target groups including the elderly, disabled, youth, ethnic minorities, unemployed and to new starts and innovatory schemes.
4. Bids from new groups or previously unfunded groups will be positively encouraged.
5. Grants may be used to complement other sources of funding (eg: Sports Council). Harden Village Council expects organisations to make every effort to be self-supporting, and will favour such organisations.
6. The maximum allocation from the Small Grants Budget would not normally exceed £250.00 for any individual project.
7. Projects should not contravene equality of opportunity (ie, no discrimination on grounds of sex, race, religion, occupation or opinion).
8. The organisation should be a non-profit making voluntary organisation where membership is open (ie, no discrimination of membership on grounds of sex, race, religion, occupation or opinion).
9. Grants will normally be, under broad and flexible guidelines, on a one-off basis to cover capital or revenue expenditure.
10. **No group that has applied for and received funding in consecutive years should automatically assume that funding will continue. Each application will be treated on its merits.**
11. **Groups/organisations should normally expect only one grant per financial year.**
12. Harden Village Council grants cannot be used to fund religious or political activities, or capital expenditure exclusively connected with such activities.
13. Village Council funding is not normally used to enable fund raising for a secondary body.
14. **Relevant groups/organisations must ensure that all statutory (and/or legal) health and safety requirements are complied with and, where appropriate, advice must be obtained and followed.**

NOTES FOR APPLICANTS

1. Applications should only be made on this form, which should be returned by email to clerk@hardenvillagecouncil.gov.uk or by post to:

Ken Eastwood
Harden Village Council
PO Box 572
KEIGHLEY
BD21 9FE

TEL: 07850 049 487

2. The deadlines throughout the year, by which applications should be received are:

30 th April	30 th July	31 st October	31 st January
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APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL BE CONSIDERED AT THE NEXT AVAILABLE MEETING.

3. Applications must be typed or clearly written in black ink (preferably in BLOCK CAPITALS).

Illegibility may result in applications be returned.

4. Full information on the project to be funded is an essential requirement. Failure to provide this information will result in the application being refused or deferred to the next meeting.
5. Where appropriate, an audited financial statement of the groups/organisations' position should accompany the application, together with a copy of the Constitution and rules if this is the first application for financial assistance.
6. All monies given to a project/organisation/individual must be accounted for in full (eg: copies of accounts and/or receipts detailing how the money was spent), and a short report on the project submitted. The Village Council will expect feedback on each funded project within six months receipt of grant – including information on what the grant achieved and what the benefits were to the community.

NB: Any subsequent application from a project / organisation / individual will not be considered if this condition is not complied with.