



## SCAMPTON PARISH COUNCIL SMALL GRANT APPLICATION

**Scampton Parish Council is empowered under the Local Government Act 1972 to spend some of its money, subject to limits and regulations, on purposes that it considers to be 'in the interests of, and will bring direct benefit to, their area, or any part of it, or all or some of its residents.**

Applications for grants must be submitted on the following application form and will be considered by the Parish Council.

All applications must be submitted by 31<sup>st</sup> October to be considered for the following financial year. Applications received after this date will only be considered in extenuating circumstances.

On receipt of the application form, subject to statutory guidelines, the application will be added to the agenda for the following meeting of the Parish Council,

### **General criteria – to be applied to all applications:**

1. The maximum grant award per application is £250. However the Parish Council will accept applications for projects costing more than £250 where the remainder is being raised from other sources. The Parish Council *may* consider requests for larger amounts by exception.
2. The application must relate to some specific item of capital expenditure or project, and not to any regular item, or maintenance, or other revenue item such as utility or staffing costs.
3. The purpose for which the grant is requested must be in the interests of Scampton Parish, or any part of it; or all, or some of the residents of Scampton Parish. (*Scampton Parish is defined by the boundaries of the Parish.*) The benefit to the area or residents must be commensurate with the expenditure.
4. Groups or organisations within the area of the Parish may apply; those outside the Parish who can demonstrate direct benefit to the Parish, may also be eligible to apply for consideration.
5. No financial assistance can be given to individuals under this scheme.
6. No grant will be payable to, or for, any commercial venture or for private gain.
7. Retrospective applications will not be funded i.e. where the expenditure on the project has been carried out or the event has taken place.
8. A copy of the most recent audited accounts and a current bank balance must accompany the application form.
9. Only 1 application may be made to the Parish Council in any given financial year and any previous grants made to a group or organisation may be considered when considering a new application.
10. Preference is usually given to projects which can be completed within one year of the funding being awarded.
11. Recipients must agree to providing a report to Scampton Parish Council outlining how the grant has been spent, including photographs if applicable. This will be reported to the Annual Parish Meeting in June.
12. Recipients of the grant will be required to acknowledge Scampton Parish Council's contribution to the project on all publicity material and may be asked to participate in the Parish Council's own publicity.



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13. A decision for the grant may not be made during the meeting if the organisation making the request is attending the Parish Council Meeting.

### **Applications for support for a Commemorative Event or Festival:**

1. The application must relate to a community event, a festival, or special event in commemoration and be held within/or in the interests of Scampton Parish.
2. Preferably, the application should be for the support of specific identifiable elements of the event or festival, rather than towards general running costs.

### **Applicants must complete the forms below;**

1. **Grant Applicants Data Protection Consent Form (so that details provided can be used and retained by the Council.)**
2. **Grant Application Form**



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### **GRANT APPLICANTS DATA PROTECTION CONSENT FORM**

Your privacy is important to us but we would like to communicate with you to help us carry out our duties and let you know about our activities. To do this, we need your consent to hold and use your details.

Please fill in your name, address and other contact information and confirm your consent by ticking the boxes below.

If you are aged 13 or under your parent or guardian should fill in their details below to confirm their consent

Name	.....	.....
Address	.....	.....
	.....	.....
	.....	.....
Email Address	.....	.....
Telephone	.....	.....
Signature	.....	.....
Date	.....	.....

You can withdraw or change your consent at any time by contacting the clerk (Mrs Barbara Young, [clerk@scampton-pc.gov.uk](mailto:clerk@scampton-pc.gov.uk))  
You can find out more about how we use your data from our "Privacy Notice" which is available from our website:  
[www.scampton.parish.lincolnshire.gov.uk](http://www.scampton.parish.lincolnshire.gov.uk) Please confirm your consent below.

- ☐ We may contact you to keep you informed about what is going on in the council's area, including news, events, meetings, clubs, groups and activities.
- ☐ **As a representative/official of a local group, we may use your details, as supplied to us, for example as a point of contact for that group**
- ☐ We may use your name and contact details in our newsletters, or on our website, or on our Facebook page
- ☐ We may use your photograph in our newsletters, or on our website, or on our Facebook page
- ☐ Other – please state:



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### Scampton Parish Council Grant Application Form

**1. Name of Group / Organisation**

**2. Correspondence Address**

**E-mail**

**Telephone**

**3. What are the main activities of your Group / Organisation?**

**4. Describe the project for which funding is required** (*Include : The projected time scale and who will benefit from the project*)

*Note : Please attach any action plans, estimates or supporting information which you may have.*



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5. How much money are you requesting from Scampton Parish Council?

6. What is the total cost of the project (in words & figures)?

7. I have read the terms and conditions and agree to them

Signed:

Position in Group / Organisation:

*Completed applications must be submitted to the Parish Clerk - [clerk@scampton-pc.gov.uk](mailto:clerk@scampton-pc.gov.uk)*