

Brewood & Coven Parish Council with Bishop's Wood and Coven Heath

Christmas Lights Grant - Awarding Policy and Application Form

Policy Statement:

The Parish Council can only award grants using certain legal powers; specific powers allow the Council to provide funding for specific activities or projects which Members feel will be of benefit to residents of Bishop's Wood, Brewood, Coven and/or Coven Heath e.g. grants to a village halls, for a music festival or towards community celebrations or special event such as the Christmas lights. The Parish Council has the General Power of Competence and can therefore award a grant where it feels that to do so will benefit **some or all of its residents or some or all of the area**. The critical words are **some or all** – in both cases. This means that grants to individuals are not feasible and grants where the activity would not obviously benefit the Parish are equally problematic, however worthy Members of the Council may feel the project to be.

Grant Awarding Criteria:

1. It is a condition of the grant application that the Christmas Lights must bring direct benefit to the residents of the Parish. All applications must clearly demonstrate how this will be achieved.
2. Application forms must be submitted along with:
 - bank statement(s); both current and savings accounts
 - a constitution if not previously submitted or if it has been amended since it was last submitted
 - the latest set of the group's accounts: These should be independently audited by a suitably qualified person. It is important that all questions on the application form are answered and that any additional information in support of the application is provided
 - A Risk Assessment and evidence of insurance
 - Newly constituted groups will be required to submit accounts at a later date
3. Brewood & Coven Parish Council reserves the right to request any further information that it deems necessary to assist the decision making process.
4. The award of a grant, including the size of the grant, is at the sole discretion of the Parish Council. The maximum grant at present stands at £2250 each for Brewood and Coven, £400 for Bishops Wood and £400 for Coven Heath. Any additional funding requires a separate general grant application form.
5. The parish council will fund the cost of **one** Christmas tree each for Brewood, Coven, Bishop's Wood and Coven Heath up to the height of **15ft**. These costs should **not** be included in any grant application.
6. All awards must be properly accounted for and **where possible invoices paid direct by the Parish Council**. Also evidence of expenditure should be supplied as requested. If the Parish Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded.
7. Under no circumstances will the Council provide a grant to pay for or subsidise any expenditure on alcoholic beverages or gaming.

Please keep the above grant policy for your reference.

**Completed Application forms to be returned to: clerk@brewoodandcoven-pc.gov.uk or
by post: Clerk to the Council, 35 Stafford Street, Brewood, ST19 9DX**

Brewood & Coven Parish Council with Bishop's Wood and Coven Heath

Christmas Lights Annual Grant - APPLICATION FORM

| | | | |
|---|--|---------------|-----------|
| Name of Organisation: | | | |
| Address: | | | |
| | | | |
| | | | |
| Telephone Number: | | Email: | |
| Charity Number (if applicable): | | | |
| Contact Name: | | | |
| Position Held in Organistation: | | | |
| Address (if different from above): | | | |
| | | | |
| | | | |
| Telephone Number (if different from above): | | | |
| Aims of the Organisation: | | | |
| | | | |
| | | | |
| Information in support of application: What specific items/services will you be invoicing the Parish Council for out of the grant Money? | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Christmas Lights Grant: | | | £ |
| Christmas Lights Insurance: Do you wish the Parish Council to arrange this? It will be deducted from your grant. Please tick | | YES | NO |
| | | | £ |
| Total Grant: | | | £ |
| * Please note the Parish Council will purchase one Christmas tree per village. Do not include in this application. | | | |

Brewood & Coven Parish Council with Bishop's Wood and Coven Heath

| | |
|---|---|
| <p>Please tick to confirm you have enclosed a copy of your organisation's: (see point 2 – Grant Awarding Policy)</p> <p><input type="checkbox"/> Most recent accounts -</p> <p><input type="checkbox"/> Most recent bank statement(s) for <u>all</u> bank accounts</p> <p><input type="checkbox"/> Constitution</p> <p><input type="checkbox"/> Risk Assessment</p> <p>Please supply the following information in order for the grant to be paid into your organisation's bank account: Account Name: Account Number: Bank Sort Code:</p> | <p style="text-align: right;">For official use only- inspected and approved:</p> <p><input type="checkbox"/> Evidence of insurance</p> <p><input type="checkbox"/> Most recent accounts</p> <p><input type="checkbox"/> Most recent bank statement(s) for <u>all</u> bank accounts</p> <p><input type="checkbox"/> Constitution</p> <p><input type="checkbox"/> Risk Assessment</p> <p><input type="checkbox"/> Application approved</p> <p><input type="checkbox"/> Application declined Reason:</p> |
|---|---|

| DECLARATION | |
|--|--------------|
| <p style="text-align: center;">This declaration must be signed by the contact person overleaf as an authorised person within the organisation or group, e.g. Committee Member, Office Holder or Trustee.</p> <ol style="list-style-type: none"> 1. I am authorised to make the application on behalf of the above organisation. 2. I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded by the Parish Council. 3. I certify that the information contained in this application is correct. 4. If the information in the application changes in any way, I will inform the Parish Council. 5. I give permission for the Parish Council to record the details of my organisation electronically and to contact my organisation by phone, mail or email regarding this application. 6. If the application is successful, I give permission for the Parish Council to publicise the project/activity in the local media and on its website. 7. I agree to provide written confirmation of receipt of the grant. 8. I agree for invoices to be paid direct by the Parish Council and to provide written confirmation of how any remainder of the grant was spent. 9. I agree to repay any grant not used for the purpose specified on the application form. | |
| Signed: | Date: |