**MUCH HOOLE PARISH COUNCIL**

**GRANT APPLICATION**

Much Hoole Parish Council will consider applications for grants from voluntary groups or organisations within the village. The application must describe how the funding will benefit Much Hoole generally and/or the residents of Much Hoole.

The group or organisation making the application must demonstrate the following characteristics:

1. The organisation is a registered charity or not for profit organisation.

OR

1. The group or organisation may be more informally constituted, have existed for more than one year and maintains a bank account in the name of the group or organisation.

OR

1. the group or organisation may be newly formed and needs support to become well established.

Applications should include a statement as to the group or organisation’s purpose, structure, membership, constitution if any, and a copy of the previous year’s accounts, if available, should be provided.

The group or organisation must exist for the benefit of residents of Much Hoole in that either the majority of members of the group or organisation are residents of Much Hoole, OR the service provided by the group or organisation is mainly to benefit the residents of Much Hoole, or BOTH.

Grants may be made to groups or organisations who provide services that are required by statute.

Each application shall be considered on its merits by the Parish Council which will seek to maximise the benefits derived by the residents of Much Hoole.

Conditions: -

1. Grants will not be awarded to individuals.
2. The grant must be used for the purpose for which the application was made.
3. If the group or organisation becomes unable to use the award for the stated and agreed purpose, all monies must be returned to the Parish Council.
4. Expenditure of the grant money must be properly accounted for, and evidence of expenditure should be supplied to the Clerk of Much Hoole Parish Council. If the Parish Council is not satisfied with the accounting, or the way the money has been spent, they reserve the right to request a refund of monies awarded.
5. The grant must be used within 12 months of receipt of payment. Any unspent grant funds not used within the 12 month period, should be returned to the Parish Council.

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**GRANT APPLICATION FROM LOCAL COMMUNITY GROUP OR ORGANISATION**

Name of group or organisation:

Address at which the group or organisation usually meets:

Name of person completing application:

Role within the group or organisation:

Home address:

Email:

Telephone:

Description of the aims and objects of the group or organisation and of recent achievements

Date (month and year) when the group or organisation was formed:

Number of members of the group or organisation:

Percentage of members who are Much Hoole residents: %

Description of the purpose for which the grant is requested:

Brief summary of other sources of funding (including self-generated income) that have been explored and, where appropriate, that will be used:

Total cost of providing the service or the project: (£)

Amount of grant requested from Much Hoole Parish Council (£)

The Clerk must receive an application at least 7 days before the next Parish Council Meeting, which are normally on the 2nd Monday of a month, for it to be considered at that meeting.

Please return this fully completed form by email to: clerk@muchhoolepc.org.uk

Or by post to:

Parish Clerk and Financial Officer, Amy Evans

White House Farm

Moss House Lane

Much Hoole

Preston

PR4 4TD

For queries or advice telephone Amy on: 07349 273881