



# SHENSTONE PARISH COUNCIL

## LOCAL COMMUNITY GRANT AID APPLICATION FORM 2012

### Guidelines:

- The Parish Council aims to help groups which help and involve local people
- Normally, the amount awarded will be between £250 to £1000
- Grants above £1000 will require 2 relevant quotations
- IT IS ESSENTIAL THAT ALL SECTIONS OF THE FORM ARE FULLY COMPLETED - FAILURE TO FILL IN THE FORM CORRECTLY MAY LEAD TO DISQUALIFICATIONS
- Your application will be strengthened if you have secured other sources of funding and the Council will expect evidence of a forward programme of works before offering funding

### You can apply for a grant if:

- Funds are to be used within Parish boundaries
- You are a non-profit making group, or any profit made will be used for the good of the community
- You have a signed constitution or strict set of rules, signed and adopted by the chairperson and/or other senior officer
- You have a bank/building society account which requires the signature of two or more committee members
- You can enclose a current set of accounts signed by an appropriate member of the group
- You can spend any grant monies within the current financial year
- You have made certain that any work carried out complies with all relevant legislation, eg planning permissions health and safety requirements etc.
- Failure to do so will result in your application not being evaluated in the current financial year
- Grants will only be paid on receipt of the relevant invoices
- The completed form and attachments must be sent to:

**Sue Nelson**  
**Parish Clerk**  
**Shenstone Parish Council**  
**25C Main Street**  
**SHENSTONE WS14 0LZ**

- **CLOSING DATE FOR APPLICATIONS:** 17<sup>th</sup> DECEMBER 2011
- **DETAILS OF AWARDS GRANTED WILL BE SENT NO LATER THAN** 15<sup>TH</sup> FEBRUARY 2012
- **PAYMENTS OF SUCCESSFUL GRANT APPLICATIONS WILL BE MADE AFTER** 5<sup>TH</sup> MAY 2012
- **+Please check that your application to ensure that you have fulfilled the following conditions:**
- **Have you completed and signed the application form?**
- **Have you enclosed your constitution or strict set of rules?**
- **Have you enclosed your most recent set of accounts?**
- **Have you enclosed a copy of your most recent bank statements?**
- **Have you obtained and attached 2 quotations for work if you are applying for more than £1000**
- **Have you provided evidence of seeking other funding or contributions?**
- **Have you completed all sections of this form?**

Please complete in black ink and block capitals. You may continue on a blank sheet if necessary

### 1. Organisation Details



5. Please give comprehensive breakdown of costs

Description	Amount £
Building/ Construction Work	
Land purchase	
Refurbishment	
Equipment Purchase	
Professional Fees	
Other (please advise)	

6. Have you previously received a Shenstone Parish Council Grant? YES / NO

If YES, when did you receive your last grant? \_\_\_\_\_

7. Where else are you applying to for money?

Where applied to	Amount applied for	Awaiting Response*	Received*
Totals			

8. Sources of income expected by the organisation in the period April 2011 to March 2012:

.....

.....

.....

9. Have you previously received a Parish Council Annual Grant? YES ..... NO.....

10. If YES when did you receive your last Grant? \_\_\_\_\_

11. Does your group have use of a building? YES ..... NO.....

12. Does your group own the building? YES ..... NO.....

13. If not does a member of your group have an interest in the freehold? YES ..... NO.....

14. Please list all signatories in your group - give name and position in group

NAME	Position in Group

**15. Additional Information**

Are there any other comments you wish to make to support this application? Please attach additional sheets if necessary:

.....  
.....

Signed: .....

Date: .....

Please Print Name: .....

Thank you for taking the time to complete this form.

**Please return to Parish Clerk, Shenstone Parish Council, 25C Main Street, SHENSTONE WS14 OLZ**

# Balance Sheet - Example

## Name of Organisation

The period covers .....\* to .....\*

(\* Insert the dates the accounts cover)

Opening balance £ ..... at ..... (a) Amount to include the total held at the bank and in cash.

**E**

Income – The following are examples of income/expenditure, please use your own headings

Subs	....	<b>X</b>
Donations	....	
Grant	....	
Car boot sale	....	
Cake sale	....	<b>A</b>
Sponsored walk	....	
Total:	£ ..... (b)	<b>M</b>

Expenditure **P**

Hire of hall	....	
Purchase of kit	....	
Christmas party	....	<b>L</b>
Refreshments	....	
Insurance	....	
Hire of sports ground	....	<b>E</b>
Total:	£..... (c)	

Closing balance at ..... (date of end of period) **O**

The closing balance should be the total held at the bank plus any cash.

To calculate the closing balance take the opening balance (a) and add to it the total income (b). Then deduct the total expenditure (c). The amount remaining is the total amount the group has left in savings accounts and in cash.

**N**

**L**

**Please note the headings used under income and expenditure above, are only examples – please adapt to suit your own group.**

**Y**