

WARLINGHAM PARISH COUNCIL

APPLICATION FOR GRANT AID 2008/2009

Warlingham Parish Council is willing to consider the provision of financial support to local projects, charities or community programmes which are wholly or largely based in the Warlingham area. Our preference is to provide funds for specific capital investment or projects that would be of benefit to residents of Warlingham. We will also consider requests to support running costs. Please refer to the attached notes before completing the enclosed application form.

Please read carefully the following instructions

1. Please return your completed application to: preferably by email ginacaunt@yahoo.co.uk or by post to The Clerk, Warlingham Parish Council, 26 Leazes Avenue, Chaldon, Surrey CR3 5AH.
2. Your application must be received by **10 October 2008** as late applications cannot be considered.
3. Please only use the enclosed Grant Aid application form.
4. Applicants should complete all parts of the form and provide all the information requested as fully as possible. Please note lack of information may result in the Parish Council being unable to make a balanced decision, which could adversely effect the application. If a question is not relevant to your organisation you may put N/A.
5. Latest audited accounts must be attached to your application
6. Please send a stamped and self addressed envelope with your application
7. Please telephone the clerk on 01883 342876 if you have any queries

NOTES FOR COMPLETING THE APPLICATION FORM

SECTION A

The purpose of this section is to give the Councillors a structured overview of your organisation.

1. The name of your organisation.
2. The address of your organisation.
3. In a couple of sentences describe it's main aims (mission statement)
4. If you are a registered charity please answer yes.
5. Your active number of members or volunteers (if exact number not available please give estimate).
6. The number of people benefiting from your organisation (if the exact number not known please give estimate)
7. Grant aid will only be given to those organisations that operate within the Parish of Warlingham.
8. This is the date of your audited accounts as attached to your application.
9. This section requests extracted data from those accounts
 - a. Total income from all sources including interest received
 - b. Total expenditure from all sources including depreciation and interest paid
 - c. This is a) minus b) show loss in brackets
 - d. Income from members fees and subscriptions which are included in a.
 - e. Net cash position is cash at bank less any loans or overdraft.

SECTION B

1. State the amount you are requesting, please be realistic when applying.
2. State the purpose for which the grant is required by answering question a) or b)
3. The district auditor also requires the Parish Council to be aware of those organisation who apply for grant aid elsewhere as in general organisations should not be dependant on grant aid from local authorities.

SECTION C

This is a free format section that gives you the opportunity to pitch for your grant. The Council looks favourably on those organisations that have attempted to fund raise themselves. Please outline your success with this in the last twelve months. The Council tends to support organisations that support the wider community especially the young, disabled and elderly. Please outline your involvement with the community.

SECTION D

This information is about you the Officer of the organisation submitting the request

WARLINGHAM PARISH COUNCIL

APPLICATION FOR GRANT AID

A. About your organisation

1. Name
2. Address
3. Brief explanation of main aims
4. Registered Charity please tick YES NO
5. Number of members or volunteers
6. Number of people benefiting from your organisation
7. Is your organisation based in the parish of Warlingham?
8. Audited accounts are enclosed for the yearmonth.....year
9. Extracted from these accounts, please state £
a. Total income
b. Total expenditure
c. Operating surplus/loss (a minus b)
d. Income from fees/subscriptions
e. Net Cash position

B. About your grant request

1. The amount requested	£
2. The proposed use of funds	
a. Item or project description	
Total cost of item or project	£
b. Brief explanation of general support	
3. Are you applying to other local authorities for grant aid?	
If yes please specify	

C. Further information about your organisation

1. Action taken in last 12 months to raise funds by your own resources
2. The amount raised by the action in question 1. £
3. The principle beneficiaries of your organisation including age groups or other characteristics
4. Any further information relevant to support your application

D. Details of person making application

Name	
Address	
Post code	
Capacity	
Telephone no.	Email address
Please sign	Date

**GUIDELINES FOR APPLICANTS FOR
GRANTS FROM WARLINGHAM PARISH COUNCIL**

Warlingham Parish Council are prepared to consider offering grants to voluntary organisations that will be of benefit to the parishioners of Warlingham as a whole and where other sources of support are in place (matched funding). Audited accounts and/or proposals of what the grant is to be used for must be submitted.

The organisation must be one where the facilities or services to be provided will be available to all residents of the Parish. Those, which are principally aimed at specific groups, would normally be ineligible. Political, ethnic or denominational religious organisations would not qualify, nor would other public bodies or parishes as well as schools or health care services.

The closing date for receipt of applications is 10 October 2008. Applications will be considered at the Parish Council meeting on 3 December 2008. Grants awarded are on an annual basis and it should not be assumed that a grant would continue from year to year.