

Latton Parish Council Guidelines for Grant Applications

1. Latton Parish Council considers grant applications at all of its Parish meetings.
2. The Parish Council will not consider grant applications where:
 - a) The project is predominantly to support a political or religious activity. If your application is for an event or item to be held within a Church, but the audience is the wider community (rather than just members of the Church) then elaborate in your application how the wider community will benefit.
 - b) The service should be provided by another statutory body (i.e. social care, health care or education authority)
 - c) It is for the sole benefit of individuals
 - d) A private profit making/commercial organisation
 - e) Regular or ongoing running costs – e.g. rent, rates, electricity, etc
 - f) Projects that have already started (where the expenditure has already been incurred)
 - g) Projects which could reasonably be expected to secure finance by other means
 - h) Claimants who are sufficiently financially robust, who are able to give their own funds to support other organisations.
 - i) The organisation has been giving its own grants/donations to support other organisations and charities
 - j) The group has its own healthy accounts and is unable to demonstrate a financial need
 - k) Little or no effort has been put into the fundraising activities of the organisation
 - l) Membership of the group is predominantly people from outside the area
 - m) Membership of the group are residents from Latton, but the activities mainly take place outside of Latton
3. Applications will be considered at the Parish Council meeting following receipt, providing the application is received at least two weeks prior to the advertised meeting. Applications must be made on the grant form. Additional information will not be considered, other than accounts and quotes.
4. Organisations applying will need to provide a set of accounts for the previous Financial Year. Organisations just starting up must submit basic financial information (e.g. copies of bank account statements).
5. Funds will normally only be released on production of invoices and receipt should be properly confirmed.
6. All grant funding must be claimed within 12 months of the approval being given for the application.
7. Any unused monies should be returned to the Parish Council.
8. Applicants must acknowledge the Parish Council's financial support in any publicity or printed material.
9. A report must be made about how the grant has been used for production at the Annual Parish Meeting.
10. Applications must be for projects that benefit the local community and indicate the number or percentage of local people in the Latton area to benefit from funding.
11. An organisation may only submit one application for a grant in any Financial Year.
12. The organisation must be non-profit making.
13. Applicants should consider applying to the Royal Wootton Bassett and Cricklade Area Board for funding prior to approaching the Parish Council.
14. The organisation should demonstrate a clear need for financial support and show how fund raising has taken place.

15. Applicants being awarded more than £500 may not return for a further award within a period of 1 year except under extraordinary circumstances.

Completing the Application Form

Please note, that whilst individuals can apply for a grant, the grant cannot be for their own personal use or gain, nor will the Parish Council sponsor individuals. If an individual is arranging an event for the benefit of the community this will be considered. If you are intending to set up a new organisation and require financial support for that, please name the others that you intend to work with.

Section Two

2a. Please give as much information as possible. Add timescales, locations and participants.

2b. Please note that grants are given to benefit the people who reside within the Latton Parish Boundary, and therefore your project must be Parish based and benefit the residents of the Parish. Please estimate how many residents your project will benefit (if an event, give an indication of how many people are invited to attend).

2c. Be specific on what you want the grant for (the Council will not pay grants for rent, rate, electricity, salaries, but will pay for publicity, room hire, professional fees, equipment etc). The Council will not contribute towards expenditure that has already been incurred, so plan ahead.

2d and e. Please specify if you have been in receipt of an earlier grant. This will not affect your application, unless you have made an earlier application within the financial year or you failed to give a report to the Council on how that grant was utilised.

2f. The Royal Wootton Bassett and Cricklade Area Board is an arm of Wiltshire Council and has a pot of money specifically aimed at supporting local communities with activities, events and services. Your Wiltshire Councillor is happy to talk to you, prior to making this application, about your project and the likelihood of being awarded a grant. Many projects have been supported with generous grants.

Section Three

3a. Please be specific, as there are some areas that the Council might be able to assist you with (room hire, as an example). If you intend to spend money on publicity, please give an outline of what you intend to do

3b. Councillors like to be reassured that you, or your group, have made attempts to raise some of the money internally. Please list where income will come from: ticket sales, sponsorship, fundraising, support from other organisations, grants from the Area Board.

3e. If you do not have a full set of accounts please provide what you can to the best of your ability (receipts, invoices etc). If you have a bank account, please provide a copy of the statements. Please note that the Council is unable to issue a payment to an individual's bank account. If you do not have a bank account, we can either pay invoices on your behalf, or ask that you make arrangements with another organisation in Latton to hold that money on your behalf.