



## PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN  
Tel: 01761 433686 E-mail: [clerk@peasedownstjohnparishcouncil.gov.uk](mailto:clerk@peasedownstjohnparishcouncil.gov.uk)  
[www.peasedownstjohnparishcouncil.gov.uk](http://www.peasedownstjohnparishcouncil.gov.uk)

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## Peasedown St. John Parish Council Community Grants Scheme

Peasedown St. John Parish Council recognises the crucial role that volunteers and community groups play in Peasedown and how key they are to a successful community. The Council has allocated budget for the 2019/20 financial year and welcomes applications for funding through their Community Grants Scheme. The Council can only award grants using certain legal powers and the Council must be confident that any grant awarded will benefit Peasedown St. John Parish\* residents.

\*Peasedown St. John Parish covers, Peasedown St. John, Carlingcott, New Buildings and Braysdown

### Terms & Conditions

*Please read carefully before making your application*

- The organisation and/or its beneficiaries must be based within the area administered by Peasedown St. John Parish Council (i.e. within the parish boundaries).
- The organisation's activity or service must directly benefit a number of residents of Peasedown St. John, as will the proposed project.
- The organisation must have clearly defined aims and objectives and be able to provide a clear definition of why the funds are required.
- The organisation has its own bank account with at least 2 authorised signatories.
- Grants cannot cover costs that have already been incurred.
- The organisation must be non-party political and non-profit making.
- Individuals will not be funded.
- The applicant must abide by all relevant laws and regulations. Peasedown St. John Parish Council reserves the right to request sight of the organisation's policies.
- If the Council becomes aware of evidence of dishonesty or negligence which could bring the reputation of Peasedown St. John Parish Council into disrepute, action may be taken and if required the grant terminated.

#### Village Events Only

- The Parish Council is also inviting organisers of events to be held in Peasedown St. John during 2019/20, to apply for a Village Event Grant. The event should be open to all parishioners and should be one which a minimum of 500 people are expected to attend. Organisers should be able to demonstrate past achievements in running events.

#### **Payment Requirements**

- Grants should be spent within one year for the purposes stated on the application only.
- Peasedown St. John Parish Council reserves the right to recall any grant given to an organisation which ceases to operate during the financial year for which the grant has been given.
- The Council reserves the right to request a copy of invoices/receipts as evidence that expenditure has been incurred and any under spends may need to be returned.



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### Publicity

- Documents and promotional material which refer to the project funded should clearly mention the support from Peasedown St. John Parish Council.
- For our own publicity material the Council may require photos with agreement from participants, and may use the name of the organisation and project.
- All grant recipients are required to provide feedback of how the grant has been utilised and assisted the community, this will include representation at the Annual Village Meeting in April. This is a requirement in order to qualify for any subsequent grants.
- All grant recipients will be allocated a councillor contact, who will liaise with them regarding the event/activity being supported by the grant and will report back to the Parish Office/Council accordingly. This is in an attempt to assist with the promotion of the organisation/event/activity and to help provide feedback to council on how the money has been spent. Where possible, this may result in the councillor visiting your organisation/event/activity. All to be actioned in accordance with the Parish Council's community engagement/communications strategy.

### Application Process

- Community grants will only be considered once during this financial year and the application deadline is **12 noon Friday 5<sup>th</sup> April 2019**.
- If your application is complete, we will acknowledge receipt within 5 working days and enter it into the assessment process to determine whether it can be grant funded.
- If your application is not complete, illegible or the necessary documents are not attached, it will be returned for completion within 5 working days of receipt to the contact person named on your application.
- Back up evidence may be requested e.g. copies of quotations, a constitution/set of rules or equivalent, a copy of accounts/bank statement. Please enclose any of these items if you think it will be of benefit to your application.
- You may be invited to provide a short presentation on your application and to answer any questions at the Finance & Amenities Committee meeting on 30<sup>th</sup> April 2019. You will be informed on Tuesday 23<sup>rd</sup> April 2019 if you are wanted to attend.
- If your application has been successful, we will inform you of the next steps.
- If your application has been unsuccessful, reasons will be provided.
- One organisation can apply for more than one grant, but it must be for different projects.

### Assessment Process

- Grants will be considered, in principle, at the Finance & Amenities Committee meeting on 30<sup>th</sup> April 2019 and recommendations ratified at the Full Council meeting in May or June 2019, applicants will be notified shortly after.
- Grants will be assessed on their merits and benefit to the community. The benefit to the area or inhabitants must be commensurate with the expenditure.
- The amount of the award will be at the discretion of the Parish Council.

Forms are available from the Parish office or can be downloaded via the website [www.peasedownstjohnparishcouncil.gov.uk](http://www.peasedownstjohnparishcouncil.gov.uk). Please do not hesitate to contact us if you have any queries or need assistance with completing the form.



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**Please return your completed form to:** Peasedown St. John Parish Council, Beacon Hall, French Close, Peasedown St. John, BA2 8SN  
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### Community Grant Application Form

Name of project or event	
Name of organisation	
Name and address of the person making the application on behalf of the organisation	
Their position held in the organisation	
Contact telephone	
Contact e-mail	
Does the organisation have a website relating to them or the project? If yes, please provide website address	
What will the funding be used for and when?	
How many Peasedown residents would you expect to directly benefit from this grant?	
What is the total cost of the project/activity/event?	
How much of a grant are you applying for?	
How much have you raised already?	



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### Community Grant Application Form cont.

Is this grant to enable match funding?	
Have you applied for a grant elsewhere? If so, who with and for how much?	
Cheque payable name?	

#### Declaration

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group.

We have read and agree to abide by the terms and conditions.

Signature 1 (person submitting form)	
Signature 2 (Chair or senior representative of the organisation)	
Date	

We have enclosed the following documents to support our application. Please tick boxes to show which documents you are including with your application:

- Accounts     Bank Statement     Quote     Constitution/Set of Rules  
 Equality Policy/Statement  
 Evidence of Achievements in running Previous Events\*\*

\*\*denotes applicable only if your application is for village events