



Felpham Parish Council
St Mary's Centre
Grassmere Close
FELPHAM
West Sussex PO22 7NU

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Felpham Parish Council – Grant Aid Funding 2018/19.

1. What is the Grant Aid Fund / Eligibility Checklist?

Aim of the Fund

- Reaching new people.
- Developing services and supporting local communities.
- Encouraging community growth and self-reliance.

Preference will be given to groups or organisations that:

- Have secured additional funding sources.
- Are able to demonstrate strong community support and leadership in their project.

To be eligible for a grant from Felpham Parish Council, your application should confirm that it fulfils the criteria below (or you must be able to explain in a covering letter any request for making an exception):

Your Organisation:

- * is formally constituted, or has a set of rules governing its management.
- * holds its own bank account.
- * does not aim to distribute a profit.
- * has its own annual accounts, including an income/expenditure statement and balance sheet OR has a financial projection if it is less than a year old.
- * has a Child Protection Policy (if you work with children or vulnerable adults).

Your Project:

- * is preferably for a particular item of equipment or expenditure.
- * will benefit some or all of the residents of Felpham (specific details will be required).
- * the project will be completed by the end of the financial year (March 2019).
- * is supported by at least two (2) estimates for costs (details will be required).

Justifying The Amount Of Grant Requested:

- * be specific.
- * if you have reserves, say why you cannot finance the project from your own resources.
- * do not ask for more than the total cost of the project.

- * if less than the total amount of the project how will the shortfall be covered?
- * what other sources of funding have been applied for?

The Small Print:

- * grants will not be made to individuals, or to groups without a bank account.
- * eligible groups must be financially sound.
- * a clear benefit to some or all Felpham residents is fundamental.
- * all applications and supporting documentation must be received by 30th September 2017,
- * applications will only be assessed on the information provided.
- * successful applicants will be advised as soon as possible after the Council has considered all applications received.
- * the Parish Council is not obliged to specify reasons for refusal, but may be able to give a general indication how an application weakness might be overcome in any future bid. We have duty of care in spending public money.
- * grants will be presented in April/May 2018, at a date to be advised. It is expected that those who have been successful attend the presentation evening.
- * you must only spend the grant for the purpose specified in your application, or with the prior consent, in writing, of the Parish Council to any amendment: otherwise the grant awarded must be returned in full.
- * the Parish Council reserves the right to request a report evidencing grant spending and/or achievement of your aims, and to complete any monitoring and evaluation forms when requested.

2 Eligibility

You can check if you are eligible to apply, and what you can apply for, below:

ARE YOU A.....	YES	NO	MAYBE	COMMENTS
Community Group	x			
Local Charity	x			
National Charity			x	Where proven local benefit
Resident's Association	x			
Village Hall Committee	x			
Sports Group	x			
Previous Grant Holder			x	Yes if for a new project
Youth Group	x			
Local School			x	Subject to type of project

If you can apply, what can you apply for:

APPLYING FOR	YES	NO	MAYBE	COMMENTS
Purchase of equipment	x			
Rent		x		
Retrospective Payment		x		
Venue or Equipment Hire		x		
Staffing Costs		x		No for on-going staffing costs
Annual or on-going costs			x	May be considered where it can demonstrate on-going community or economic benefit
Building Works or Repairs		x		
Advertising / Promotion		x		

3 The amount you can apply for

The amount of funding available to each group/organization varies, depending on the number of the local population it benefits.

There is an upper limit on how much funding you can request, so a higher limit application (above £1,000.00) would need to show additional funding and strong community support for the initiative.

Your application must clearly state how much money you are applying for and for what purpose.

If you are applying for multiple items, such as equipment, then you must provide a detailed breakdown of item costs with quotes. We will not progress your application until you have provided this information.

4 How to apply

Please read the policy and complete the application form.

Return your form to:

- **E-mail:** clerk@felphampc.gov.uk
- **Address:** Felpham Parish Council
St Mary's Centre
Grassmere Close
Felpham PO22 7NU

5 Application deadlines

All applications will be considered after the closing date of 30th September 2017. If your application is received after the submission deadline, or is incomplete, it will not be considered.

