Wendy Gregory
The Clerk

Tel: 07790 903442
clerk@sellingparishcouncil.gov.uk

# SELLING PARISH COUNCIL
# Community Grants Scheme

## Policy

The Parish Council wishes to help fund local organisations and projects that are of benefit to the residents of Selling when funding allows. It is intended that the grants given should encourage and extend activities of local groups/projects, support participation in activities that are open and accessible to everyone and improve the quality of life of residents. The level of the grant should reflect the benefit provided.

## Who can apply?

Voluntary or charitable organisations that are based, or have a local branch in Selling.
Organisations whose work directly benefits a number of the residents.
New organisations whose work will directly benefit residents.

## Grants cannot be awarded to

Individuals,
For-profit companies or organisations,
Trusts seeking to add capital to investments,
Groups with access to national or central funding (unless funding is unavailable).

## We will not normally fund

On-going commitments or staff costs.
It is illegal for a Council to guarantee, either by inference or specifically, to automatically continue funding on a year-by-year basis.

## We will not fund

Retrospective applications.
Items which only benefit individuals.

## Conditions

- All applicants are required to carry out their activities in a proper manner giving due regard, as appropriate, to safety issues, training, insurance, disability access and equal opportunities.
- Successful grant applications must be used within 6-months from the date on the grant confirmation letter. If not used within this time-frame, the grant application must be re-submitted.
- Selling Parish Council reserves the right to recall any grant given which has not been properly used or where the organisation has ceased to operate.
- Grants must be used only for the purpose stated on the application.
- If the organisation decides it wishes to spend the money on something else they seek prior permission of the Council.

## Successful organisations must:

Provide evidence that the grant has been used for the stated purpose and may be asked to provide a photograph that can be used by the Council in its publicity, such as on its website.

## Don't be put off - it's not as complicated as it sounds!

There is help available: please contact the Parish Clerk, Wendy Gregory, on 07790 903442 or by email at: clerk@sellingparishcouncil.gov.uk

## When can I apply?

Applications can be submitted at any time and will normally be considered at the first full Council meeting after receipt of the completed application form. You will be informed of the decision once the Council has considered your application.

## What happens with my information?

Your application form and accompanying documents will be shared with the Parish Councillors via email and post. If successful your application will be kept on file for a minimum of 7-years for financial purposes. Unsuccessful applications will be kept for a period of no longer than 1-year for administrative purposes.

## How much does the Council have to give away?

For the financial year 2021/2022 the total grant budget is £500. The budget figure is set annually and has to strike a balance between what the ratepayers can afford through the local Council Tax (Precept) and what the possible demand may be.

## Where do I send the forms?

Please return to:

clerk@sellingparishcouncil.gov.uk
or by post to:
19 New Creek Road
Faversham
ME13 7BU

**Selling Parish Council**
**Community Grants Scheme**

# Application Form

Please write clearly in black or blue ink.

If you have any specific communication needs, such as preferring a LARGE PRINT VERSION, please tell us what they are – phone 07790 903442

## Q1 Contact details

Name of your group or organisation

Selling Fete Committee

Name of your project, if this is different

Main contact for this application

| Title | First name | Surname |
|---|---|---|
| Miss | Helen | Jones |

Position held in the group or organisation

Committee Member

Contact address, including postcode

The Coppers, The Street,
Selling, Faversham

Postcode: ME13 9RQ

Email address

helenjonesie@gmail.com

Telephone: Day 07920 881423 Evening 01227 751032

Q2 Tell us about your group; what type of organisation are you?

Tick boxes that apply

| | | | |
|---|---|---|---|
| Community Group/Club/Society | X | | |
| Registered Charity in England | | Registration number | |
| Exempt or exempted charity registered with Inland Revenue | | | |

Other:

Q3 Briefly describe the purpose of your group/organisation.

For a new group please tell us what you intend to do or provide.

The purpose of the Selling Fete Committee is to organise a village fete to be held in June 2022, for the enjoyment of the local community and to bring together villagers. Secondly, its purpose is to raise funds for Selling CEP Primary School, St Mary's Church, Selling and other community groups such as the Gardeners' Association.

Q4 If you are a branch of, or related to, a larger organisation, please tell us which one.

Q5 Tell us about the project or activities you are planning; please be specific about what you will do and how you will do it.

The committee is planning to hold a village fete at Selling CEP Primary School on 25th June 2022. The fete will be a fundraiser and community event with a variety of stalls held in the classrooms or in the grounds of the school. For example, the following stalls are planned for the fete: a tea room, a beer tent, a barbecue, a grand raffle, children's stalls such as a toy tombola and a coconut shy. However, the stalls are not limited to this list. The fete will be held on during the afternoon of Saturday 25th June, but will need to set up from Thursday 23rd onwards and will be cleared away on Sunday 26th June. To set up the fete, local community members and fete organisers will need to move tables, chairs, tents and gazebos for each of the stall to be held in.

Q6 What difference do you hope that the grant will make to the residents of Selling Parish?

Please explain who you hope will benefit and what evidence, if any, you have to back up this view. Have you undertaken any consultation?

At the moment, the committee do not have access to a medium or long wheelbase van (eg a transit) to transport the equipment (tables, tents etc) which needed to set up the fete. Transport is needed for the whole weekend from Thursday 23rd until Sunday 26th June. Selling Fete Committee would like to apply for a grant to pay for such a van in order to make the fete itself possible. Suitable transport is vital to the running of the fete – without it the fete cannot go head. Selling Parish Council would be playing a very important part in the fete by kindly agreeing to a grant to fund transport.

Q7 How many residents of the Parish of Selling do you expect to benefit directly from your project/activity?

Please give a number not just 'everyone'; an estimate is fine.

In terms of the fundraising element, Selling CEP School will benefit from funds raised along with St Mary's Church and the Gardeners' Association. We hope that other community groups will also join the fete. Equally, the children at Selling School will benefit from the enjoyment of the event itself along with the other villagers and members of the local community.

Q8 What, if any, special safety issues are related to your project or activity and how do you plan to manage these risks?

Please consider the safety of both participants and the public.

Health and Safety will be handled jointly between the HS officers for both St Mary's Church and Selling CEP School.

Please tick/complete boxes if your group has any of the following:

Public liability insurance ☐ Other insurance ☐

Relevant leaders' qualifications:

Q9 Tell us how you plan to fund the activities or project;
State clearly the precise amount of money you are requesting from us.

£ £216.63 including/excluding VAT

Please see attached quote/image.

As it might enable the Parish Council to reclaim the VAT would you be willing for us to purchase goods/equipment to donate to your organisation, rather than receiving a grant?

If so, please tick box : x

Q10 What contribution either in cash, volunteer time or other resources, are you making towards the project?

Equipment such as tents, gazebos, tables and stall equipment will be provided by the church. The school is providing the event location plus chairs, tables etc. The fete will be entirely manned by volunteers from the school, church and village community.

Q11 Tell us if you have applied anywhere else for funding towards the work of this group or organisation in the last year.

Please indicate if the application is pending, or was unsuccessful and don't forget to tell us whether funding was towards this project. Be sure to mention any other local councils and their response.

Not Applicable

Q12 Provide details of current financial position

Total resources; savings (cash, reserves and investments) at date of application.
New groups will need to fill in savings and expenditure even if it is a 'nil' return.

£ Nil

Total annual expenditure from your most recent accounts

£ Nil

## Check List

Please tick:

- ☐ We have answered all the questions on the form and enclosed supporting documentation detailing costs.
- ☐ We have enclosed a summary or copy of the Accounts for the last two years OR for new groups a budget forecast for the forthcoming / current year and if possible a copy of bank statements covering the past 6-months.
- ☐ A senior officer from the organisation has signed the form.

## Declaration

To be signed by a senior officer from your organisation.

The information provided is correct to the best of my knowledge.

I have read and understand the conditions under which any grant may be given.

I understand that the grant may become repayable in the event of it being used for purposes other than specified, or the organisation ceases to operate.

I agree to provide evidence (photographs if possible) that can be used by the Council for publicity, or in any way it so wishes, to show that the grant has been used for the approved purpose.

Signed ..... Date 5th March 2022.....

Position held .....Committee Member

Full name and address of group or organisation to whom the cheque is to be made payable if application is successful

.....Selling CEP Primary School.....

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19 New Creek Road,
Faversham
ME13 7BU

**Data protection Statement:**

The information collected by Selling Parish Council on this form and from supporting evidence will be used to process your application.

We may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties, or give information to them to check the accuracy of information, to prevent or detect crime, or to protect public funds in other way, as permitted by law. These third parties may include Government Departments and Local Authorities.

We will not disclose information about you to anyone outside Selling Parish Council, nor use information about you for other purposes unless the law permits us to.

Please do not write anything below this line

Award Given £

Date ……..

Minute reference number ……..

Special conditions if any ……

……