



DOWNEND & BROMLEY HEATH PARISH COUNCIL

Mrs Angela Hocking, Clerk, 75 Wadham Grove, Emersons Green,
South Gloucestershire BS16 7DX
Tel No/Fax: 0117 9567001 E-mail: clerk@dbhparishcouncil.co.uk
www.downendbromleyheath.org

Ref:

Date:

SMALL GRANTS TO VOLUNTARY BODIES

Each year the Parish Council invites applications from voluntary groups and organisations within the area for financial support.

Applications should detail the nature of the work of the group and the purpose for which grant support is sought. The applicant must demonstrate that the grant award will benefit the Parish of Downend & Bromley Heath and/or its parishioners. There are strict criteria governing the way in which a Parish Council can apply its resources and Downend and Bromley Heath Parish Council must be satisfied that the award of a grant will both satisfy a local need and comply with current empowering legislation.

Application forms are available, and should be completed and returned by 1 April 2012 or 1 September 2012. Grants will be paid in June or November 2012, as appropriate.

The Parish Council has limited financial resources but all applications will be considered on worth. Grants in excess of £500 will not be examined.

Mrs Angela Hocking
Clerk to the Council

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ELIGIBILITY CRITERIA FOR AND CONDITIONS ATTACHED TO GRANTS

1. The amount of any grant payable will be determined by Downend and Bromley Heath Parish Council.
2. Any grant awarded will not normally exceed 50% of the sum required by the voluntary organisation for the purpose stated in its application.
3. Where a grant is awarded, the organisation concerned should be able to demonstrate that it has clear plans for raising the remainder of the necessary finance.
4. The applying organisation should be based either wholly in the Parish of Downend & Bromley Heath or be able to demonstrate to the Council's satisfaction that a significant number of its beneficiaries are parishioners of Downend & Bromley Heath.
5. The organisation concerned should demonstrate that it is providing a service outside the scope of or in addition to normal public or private provision.
6. The Clerk be permitted to seek any further details from the applicant in order to assist the council in its deliberations.
7. A condition of any grant be that the Parish Clerk would reserve the right, on behalf of Downend and Bromley Heath Parish Council, to verify that the grant has been used for the purpose authorised. If the due purpose cannot be verified the previous grant may be reclaimed and future grants stopped. Furthermore on an annual basis a random sample of grants will be taken and will be examined for audit purposes.
8. The Parish Council would appreciate pictorial and/or written feedback on the success of the project for which the grant was awarded in order to display it at the Annual Assembly of Downend and Bromley Heath Parish Council.



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**GRANTS TO VOLUNTARY BODIES
SMALL GRANTS APPLICATION FORM 2012/13**

- 1. **NAME OF ORGANISATION**.....
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- 2. **ADDRESS**.....
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- 3. **TELEPHONE NUMBER/E-MAIL ADDRESS**
- 4. **CONTACT NAME & ADDRESS (to whom all enquiries should be addressed)**
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- 5. **AMOUNT OF GRANT SOUGHT**

6. PURPOSE FOR WHICH THE GRANT WILL BE USED

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.....

7. HOW WILL THIS BENEFIT THE PARISH?

.....

8. (a) OTHER SOURCES OF FUNDING SOUGHT

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(b) OTHER SOURCES OF FUNDING RECEIVED

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9. IS THIS A ONE-OFF GRANT?

10. ANNUAL INCOME.....

11. HOW IMPORTANT WILL THE AWARD OF THIS GRANT BE TO YOUR ORGANISATION?

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PLEASE RETURN THE COMPLETED APPLICATION FORM, TOGETHER WITH ANY SUPPORTING DOCUMENTATION, TO THE PARISH CLERK AT THE ABOVE ADDRESS.

YOU WILL BE NOTIFIED OF THE OUTCOME OF YOUR APPLICATION IN DUE COURSE.