

Kings Langley Parish Council – Grants to Organisations

Notes for guidance of organisations making applications for a capital grant from Kings Langley Parish Council.

1. No application will be considered from organisations which are shown to be solely profit motivated.
2. The applicants must be able to demonstrate that there will be a community benefit resulting from the use of the granting of any money
3. Applicants may be required to make a grant-aided facility available to the public at times and charges agreed mutually between the Council and the organisation
4. The organisation must be prepared to give an assurance that the membership or attendance will not be restricted on any grounds other than those required for safety reasons (e.g. the statutory maximum for the premises)
5. Arrangements must be made to agree the disposal of assets should the organisation cease to exist
6. Payment of the grant may be made in stages on the basis of work completed or on the production of invoices substantiating the amounts agreed or required.
7. Normally, no capital grant application will be considered if the organisation has received a grant within the previous *five* years
8. *Grants will not be made for more than half of the total cost on the grounds that the organisation should be able to raise at least half the costs from within its own resources*
9. *Organisations must be able to show that once a facility has been provided, the annual running costs can be met by the organisation itself. For this purpose, the council will require audited accounts for the past two years and detailed estimates for the current and subsequent year. Full explanations of variances in income and expenditure between these years must be provided*
10. A copy of the organisation's constitution must be provided and, if a registered charity, the registration number. If the organisation is a company, a copy of the Memorandum and Articles of Association must also be provided
11. Normally, grants will not be made towards facilities for solely social purposes – e.g. lounges and bars
12. Where an organisation is applying for grants to more than one funding source, the Council requires that details of these be disclosed
13. Applications for financial support / grants to local groups will normally only be considered by the Parish Council at its full council meeting in October, as part of its annual budgeting process. (See meeting dates).

Kings Langley Parish Council – Small Grants Scheme

Introduction

The Parish Council's Small Grants scheme is specifically for "one off" grants, to support the cost of small community projects or events which are open to all residents of the Parish.

Rules of the Scheme

- The maximum grant award is £250.
- Funds will be made available for this scheme, but once they are expended, no further funds will be available until the start (1st April) of the following financial year.
- Applications from businesses will not be considered, but charities and unincorporated groups may apply.
- The grant will normally be awarded to organisations that already have a bank account. If that is not the case the Parish Council will withhold any award and reimburse expenditure on the production of receipts.
- The Parish Council will only consider one small grant application per applicant each year. The small grants process is specifically for "one off" projects and events, so cannot be used for any recurring annual expenditure.
- Any organisation that has benefited from a Parish Council Financial Grant (main grant scheme) will not be eligible to apply for a small grant in the same financial year.
- The Parish Council aims to consider and award small grants within 20 working days. Whilst every effort will be made to respond to applications sooner, time is needed for consideration and approval, so applications should not be left to the last minute.
- Small Grants will not be awarded to any commercial organisations, political or campaigning groups, health, education or welfare organisations whose services should be provided by statutory funding.
- If arranging an event, the Parish Council will not grant fund food or drinks.
- Applications will be particularly welcome from:
 - Voluntary groups who provide services for other people. For example, the grant could be used to pay for training for volunteers who work with vulnerable people, or to pay for equipment for a youth group.
 - Voluntary groups who support disadvantaged people to access something they could not otherwise access.
 - Applications to purchase items that will be shared by many.
 - Different and innovative events or projects that benefit the community.

However, we expect to make a number of grants that fall outside these priorities.

Kings Langley Parish Council – Grants to Organisations

Application Form

Name of Organisation applying			
Address			
Charity Registration No. (if registered)			
Name of person submitting the application			
Position in organisation			
Address (if different from above)			
Telephone Nos.			
Email address			
Amount applied for		Total Cost of Project / Event	
If an event, where and when?			
On what will the grant be spent?			
If you have you applied for other grants / elsewhere, to whom?			
How many people / who will benefit from this grant?			