

Islip Parish Council

Guidance for Small Grant Applications

Introduction

Islip Parish Council recognises the valuable contribution community and voluntary groups make to our community, and an important way we can support local groups in this work is through grant funding.

Key Strategic Aims

The parish council has key strategic aims, and we welcome applications from groups and organisations that contribute to -

- 1) Representing the local community.
- 2) Delivering services that meet local need.
- 3) Improving the quality of life in the community.
- 4) Contribute toward community wellbeing.

How we award small grants

Small Grant Awards

- You can apply for a grant between £100 to £500, this can be increased to £750 in exceptional circumstances.
- Complete our 'Small Grant Award' application form, this is open all year round.
- Successful applications will have the award paid in full, and in advance.
- An evaluation report will need to be submitted at the end of the project to provide an update on the project success, and to be able to reapply.

What we will consider funding

- Projects that aim to meet the needs of the village and contribute to the wellbeing of our community.
- Projects that meet the basic requirements outlined below;
 - Demonstrate financial sustainability.
 - Eligible costs can include volunteer training, room hire, and material costs.

What we will NOT consider funding

- Anything political (including promotion or activities).
- Retrospective funding.
- Individuals, funds cannot be paid to individuals.
- Projects where there is a commercial gain.
- Projects that do not primarily benefit the village residents.

How to Apply

To apply for a small grant, you will need to complete a 'Small Grant Application Form' and submit to the Parish Clerk.

The application form can be obtained by

- Contacting the Parish Clerk at clerk@islipparishcouncil.gov.uk or 07806813774.
- Downloading from our website www.islipparishcouncil.gov.uk

Declaration and additional documents to enclose

- Please complete the declaration by ticking the box, and by providing your name, position in the organisation and date.

Make sure that you have the following documents to send with your application:

1) Have taken a copy of the application form for your own records
2) Have included a copy of your Constitution, if you have one, or a statement of your aims and objectives
3) Have attached a copy of your recent accounts
4) 3 month's bank statements or copy of your credit union account book <i>Bank statements are to be no more than two months old.</i>
5) Have attached any other information or publicity which will support your application.

Permissions

- From time-to-time we may want to share information with other grant giving and other relevant bodies, please tick this box to show you understand and agree to this.