



GAMLINGAY PARISH COUNCIL

The Eco Hub
Stocks Lane, Gamlingay, Beds

SG19 3JR

Telephone: 01767 650310

email: clerk@gamlingay-pc.gov.uk

Website – www.gamlingay-pc.gov.uk

Parish Council Grants

Gamlingay Parish Council has a budget (£4,570 in the financial year 2016-17) for the award of grants. The Council can only award grants using certain legal powers; specific powers allow the Council to provide funding for specific activities or projects which Members feel will be of benefit to the Gamlingay, e.g. grants to a sport club, for a music festival or towards community celebrations of special events. Where no other power is available, the Council may decide to use its power under Section 137 of the Local Government Act 1972, to award a grant where it feels that to do so will benefit **some or all of its residents or some or all of the area**. The critical words are **some or all** – in both cases. This means that grants to individuals are not feasible and grants where the activity would not obviously benefit Gamlingay are equally problematic – however worthy Members of the Council may feel the project to be.

Grant applications are considered at Finance & General Purposes Committee meetings in February and October and applications and any supporting documentation must be received at least 10 days before the meeting. Please read the frequently asked questions (FAQs) section before applying for a grant.

The application form is available in Word or PDF format

The form in Word format can be downloaded and completed on your computer, but must be printed out and signed before being sent with any supporting documentation. For anyone wishing to complete a form by hand, the Adobe PDF version should be used, but you will require Adobe Reader to open the form before it can be printed out. Alternatively, forms and grant criteria can be collected from the Parish Council office in the Eco Hub during normal office hours.

Whichever form is used, it must be PRINTED and SIGNED, and then sent with the other information requested in the grant criteria.

All applications must be accompanied by appropriate accounts or supporting financial information. Forms and the supporting information must be returned to the Clerk to the Council **at least 10 days before** the date of the relevant Finance & General Purposes Committee meeting (fourth Tuesday in February and October).

FAQ's



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Who can apply?

Voluntary groups and societies, clubs, not-for-profit organisations, charities operating in Gamlingay.

Who cannot apply?

◆Individuals

◆Regional or National charities are unlikely to be supported unless it is for a specific project in Gamlingay where there will be obvious benefit to the Council's area.

What does the Council give grants for?

◆Capital projects, such as the purchase of equipment, works to buildings, improvements to premises

◆The Council does not normally give grants towards running costs, salaries or consumables.

◆The Council may support a community event, a festival or special event in commemoration which is held within Gamlingay.

Are there any criteria or conditions?

◆The application form gives more details about how the grant scheme operates.

◆Grant recipients are expected to provide a report to the Council on how the grant has been spent.

◆Grants will not be payable to or for any commercial venture for private gain.

How much is likely to be given?

◆This is at the discretion of the Council, taking into account the available budget and having taken into account other sources of funding.

September 2016



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Every year the Parish Council makes donations to organisations whose activities are in the interests of and/or bring direct benefit to the parish or all or some of its inhabitants.

The Parish Council considers such applications twice yearly at meetings in October and February. Applications need to be submitted by email to clerk@gamlingay-pc.gov.uk or post to the Eco Hub, Stocks Lane, Gamlingay, Beds, SG19 3JR, to be received by the third Friday in February and October. Please supply the following information:-

1. Name of Organisation.

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2. Contact name and address/telephone/email address

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3. How much grant aid are you requesting?

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4. For what purpose is the grant required?



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5. When it is planned to occur and how many people are likely to benefit from it?

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6. Financial information

Please supply a copy of the organisation’s latest audited accounts, if produced, or provide the following details of income and expenditure for this financial year and last.

Income – grants/subscriptions/other = total

Expenditure – Salaries/operational/admin/other = total

Please state for what purpose any accumulated funds/reserves are held:

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.....

7. The following information is required to enable any grant awarded to your organisation to be paid. Would you prefer cheque/bacs payment? (delete as appropriate)



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Bacs payments

Account name

Account number.....

Sort code.....

Cheque payments

Payee.....

Address.....

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8. Declaration

The information given in this application, and supplied with it, is to the best of my knowledge true and accurate. Any financial assistance awarded will be spent for the purposes requested and I/we will submit a short report to the Parish Council on the use of the grant within 12 months, or if unused the grant will be repaid.

I understand that copies of this application form and other supporting documentation may be made available to officers and councillors of Gamlingay Parish Council.

Signed for and on behalf of the organisation

.....

Date.....

Name (please print).....

Position held within organisation



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