

## **Higham Parish Council** **Village Grant Application Form (VG1)**

### **GRANT APPLICATIONS - TERMS AND CONDITIONS**

**Higham Parish Council is empowered under the Local Government Act 1972 to spend some of its money, subject to limits and regulations, on purposes that it considers to be 'in the interests of, and will bring direct benefit to, their area, or any part of it, or all or some of its inhabitants'.**

Applications for grants must be submitted on the attached application form and will be considered by the Parish Council. On receipt of the application form, subject to statutory guidelines, the application will be added to the agenda for the following meeting of the Parish Council.

#### **Grant Criteria – to be applied to ALL applications**

1. The purpose for which the grant is requested must be in the interests of Higham Parish, or any part of it; or all, or some of the inhabitants of Higham Parish. Higham Parish is defined by the boundaries of the Parish.
2. The application must relate to some specific item of capital expenditure or project, and not to any regular item, or maintenance, or other revenue item such as utility or staffing costs.
3. The benefit to the area or inhabitants must be commensurate with the expenditure.
4. Groups or organisations within the area of the Parish may apply; those outside the Parish who can demonstrate direct benefit to the Parish, may be eligible to apply for consideration.
5. No financial assistance can be given to individuals under this scheme.
6. No grant will be payable to, or for, any commercial venture or for private gain.
7. A copy of the most recent audited accounts and a current bank balance must accompany the application form.
8. Retrospective applications will not be funded i.e. where expenditure on the project has been carried out or the event has taken place.
9. Any previous grant made to a group or organisation may be considered when considering a new application.
10. Preference is usually given to projects which can be completed within one year of the funding being awarded.
11. Each application will be considered fairly on its merit and the amount of the grant will be at the discretion of the Parish Council.
12. On approval, the applicant must agree in providing a report for Higham Parish Council's annual meeting in May.

13. On approval, the applicant must provide receipts of the agreed funding items, and this to be sent before the end of the financial year otherwise funding must be returned to Higham Parish Council.

**Applications for support for a Commemorative Event or Festival:**

1. The application must relate to a community event, a festival, or special event in commemoration and be held within Higham Parish.
2. Preferably, the application should be for the support of specific identifiable elements of the event or festival, rather than towards general running costs.

**Higham Parish Council Grant Application Form Reviewed January 2021**

**GRANT APPLICANTS DATA PROTECTION CONSENT FORM**

Your privacy is important to us but we would like to communicate with you to help us carry out our duties and let you know about our activities. To do this, we need your consent to hold and use your details.

Please fill in your name, address and other contact information and confirm your consent by ticking the boxes below.

If you are aged 13 or under your parent or guardian should fill in their details below to confirm their consent

Name .....

Address .....

.....

Email Address.....

Telephone.....

Signature .....

Date .....

You can grant consent to any or all of the purposes listed below as appropriate.

You can withdraw or change your consent at any time by contacting the clerk (Mrs Linda Carnall, 24 Chilton Drive, Higham ME3 7BW).

You can find out more about how we use your data from our "Privacy Notice" which is available from our website [www.higham-kent-pc.gov.uk](http://www.higham-kent-pc.gov.uk)

Please confirm your consent below.

- As a representative/official of a local group, we may use your details, as supplied to us, for example as a point of contact for that group
- We may use your name and contact details in our newsletters, or on our website, or on our Facebook page
- We may use your photograph in our newsletters, or on our website, or on our Facebook page
- Other – please state.....

Keeping in touch:

- Yes please, I would like to receive communications by email
- Yes please, I would like to receive communications by telephone
- Yes please, I would like to receive communications by post

## Higham Parish Council Grant Application Form

**1. Name of Group / Organisation:**

**2. Correspondence Address:**

**Email:**

**Telephone:**

**3. What are the main activities of your Group / Organisation?**

**4. Describe the project for which funding is required. Please include the projected timescales and who will benefit from the project (*should you need more space please use the reverse of this sheet*):**

*Note : Please attach any action plans, estimates or supporting information which may help your application*

**5. How much money are you requesting from Higham Parish Council?**

**6. What is the total cost of your project (in words and numbers please):**

**7. I have read the terms and conditions and agree to them**

**Signed:**

**Date:**

**Position in group/organisation:**

Completed applications must be submitted to the Parish Clerk - Mrs L Carnall, 24 Chilton Drive,  
Higham, ME3 7BW