



Wymondham & Edmondthorpe Parish Council

Chairman: Christian Semmens

www.we-pc.info

Community Buildings Grant Policy

Overview

Wymondham & Edmondthorpe Parish Council will consider requests for funding of operating costs, met from the precept, from established not for profit community based organisations from within the parish.

The Parish Council has made a provision of £1500 for the year ending 31 March 2018 (to be increased to £2000 for the year ending 31 March 2019) to support the Community Buildings Grant Policy.

Organisations should avoid setting a financial reliance that the grant provision will be available every year & it is worth noting that the amount set is subject to discussion & approval by the Parish Council when the budget & precept setting exercise commences in the latter part of the calendar year.

It should be noted that the Parish Council is under no obligation to grant fund the total amount of money available.

This document sets out:

- General Guidance for applicants
- The timetable & process for applications
- An application form to be completed by all applicants

General Guidance for Applicants

The intention of the Parish Council is to consider annually the provision of support for established organisations which provide key amenities to the communities or community of Wymondham &/or Edmondthorpe, where such organisations do so by virtue of making available premises & related facilities to parishioners & local clubs & societies in Wymondham &/or Edmondthorpe on a not for profit basis.

Support awarded under this policy will be to meet operating costs that recur year by year as a result of operating the said premises.

It is a requirement that two criteria below are met by all applying organisations.

- For this purpose, "established" shall refer to a time scale of at least ten years.
- No member of the management committee or board of trustees or equivalent of any applicant shall stand to gain personally from the rental or sale of the premises other than in their capacity as a parishioner like any other.

TIMETABLE & PROCESS FOR APPLICATIONS

Applications should be received by 01 September 2017 for support in the current financial year ending 31 March 2018 & by 01 May to be considered for the following & all subsequent years.

Applications should be sent to the Parish Clerk at the following email address:
wepc.clerk@yahoo.co.uk

The designated Application Form should be used: applicants may choose to provide more information if they wish.

Applications will be considered at the Parish Council meeting scheduled for 04 September 2017 & at designated meetings as appropriate thereafter in subsequent years.

Applicants are invited to attend & to speak in support of their applications if they so wish; please inform the Parish Clerk if so intended.

The Parish Council will decide on apportionment of the support at the meeting in which applications are considered.

Following the decision of the Parish Council, the Parish Clerk will be in touch with the successful applicant or applicants to formally convey the decision & to arrange the transfer of funds.

Adopted:	July 3 rd 2017
To be reviewed:	July 2019

APPLICATION FORM

Name of Applicant:

Contact Details of Applicant:

Address:

Phone number:

Email:

Name of Organisation:

Please give the number of years that the Organisation has been established in its present form:

General Description of the activities & purpose of the Organisation (if the Organisation has a constitution or articles of association or equivalent please attach these):

Names of Members of the Management Committee/Board of Trustees or equivalent:

Names of any officers, members, employees or contractors receiving emoluments from the Organisation:

Details of the activities carried out by the Organisation over the past 12 months showing type, frequency & turn out:

Details of the financial affairs of the Organisation (if the organisation has audited accounts for the most recent prior period these should be attached as should management accounts showing the profit & loss in the Year to Date & current cash balance):

The Applicant should declare here if they anticipate any development that will severely hamper their ability to provide ongoing premises based amenities in the 12 months ahead. If so, please provide details:

How much support is sought:

What would the precepted support be used for:

Bank details:

Name on Account:

Name of Bank:

Sort Code:

Account Number: