



GRANT GUIDELINES

Approved by Council:

Date to be Reviewed:

Please read the Grants Guidance before starting your application as the information contained on this form will help us process your grant application form.

Criteria / Parameters

A Grant will be available to community and voluntary groups and organisations in all areas of the Community. In the case of groups and organisations outside the community boundary, special consideration will be given to applications which show evidence of sufficient benefit to the residents of Offa Community.

Applicants must be able to demonstrate an organisational bank or building society account with a minimum of two signatories; a copy of their most recent statement of accounts; and, relevant governing and policy documents.

Grant applicant **MUST:**

- Support local services to be delivered, enabling people in Offa to access support closest to them
- Utilise local skills, knowledge and talents in Offa
- Empower a volunteering culture in Offa
- Support the community to feel safe when accessing the parish and services in Offa
- Enhance and enable the community for the benefit of all in Offa

Offa Community Council will only fund Groups and Organisations that: -

- Are a voluntary, community or faith sector organisation; registered charitable organisation; social enterprise; community interest company; not-for-profit community business; community amateur sports club or a not-for-profit group which has a governing document and an active management committee / board
- Operate within the Offa Community boundary, or are able to significantly show and demonstrate that the proposed activity will positively benefit Offa residents
- Are able to provide proof of a bank or building society account in the organisation's name which requires at least two signatures and, where possible, an audited set of accounts.
- Have the appropriate safeguarding policies and procedures in place and are able to evidence them if proposed activity involves vulnerable people, children or young people

Offa Community Council will only fund activities or projects that: -

- Directly involve, include or positively benefit residents within the Offa Community

boundary

Offa Community Council will not fund: -

- Incomplete applications, where the grant form has not been fully completed or not all the required information / documentation has been provided
- General running costs such as utilities, insurance, broadband, salaries or staffing costs
- Applications from National Bodies without a local link, branch or association to Offa or who are unable to demonstrate their effectiveness in the Community of Offa or the benefit to Offa residents
- Work which has already taken place or been started
- Applications where the funds will be used retrospectively
- Activities that duplicate others already taking place in the Offa area unless the application is to fund organisations working in partnership
- Activities which are mainly of a political or religious nature
- Applications from individuals, or those seeking sponsorship
- Loans against loss or debt

A grant will only be available to not for profit making enterprises. Any payments made are subject to the normal budgetary constraints of the Community Council. Payments will be made at the absolute discretion of the Community Council.

Procedure

Application forms can be obtained by contacting the Clerk.

All applications must contain the requested information as set out in the criteria section above, any incomplete applications will not be considered.

The Finance and Governance Committee will sit and scrutinise the application and will then make recommendations to the Full Council meeting.

Once approved by Full Council, the Clerk will send out a letter informing applicants of the decision and amount of grant allocated to them if applicable.

Cheques will normally be issued within a few weeks of the grant being approved, Offa Community Council request that the recipient of the grant come along to the Annual Community Meeting (normally held in April) to inform members of Offa Community Council what the funds will/have been spent on.

Applications and Decisions made by the Community Council will be recorded in the Community Council Minutes which are available for public inspection and on their website.



GRANT APPLICATION FORM

Approved by Council:

Date to be Reviewed:

Please read the Grants Guidance before starting your application as the information contained on this form will help us process your grant application form.

Contact Details

Name of Organisation:	
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Address of Organisation:	
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	Postcode:	
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Name of Applicant:	
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Position:	
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Telephone Number:	
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Email address:	
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Website:	
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Facebook:	
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About your organisation

What type of organisation are you?	Voluntary, Community or Faith Sector Organisation	
	Registered Charity	
	Social Enterprise	
	Community Interest Company	
	Not-for-Profit Community Business	
	Community Amateur Sports Club	
	Unregistered Community Group	
	Club	
Society		
Other, please state:		
What is your registered number (if you have one)		

Please tell us about your organisation, its aims and the work you undertake (in less than 200 words)

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Who benefits from the activities of your organisation? (in less than 200 words)

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Which other organisations do you work with locally to deliver and publicise your activities? (in less than 200 words)

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Details of Funding Requested

Name of Activity / Project:	
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What evidence do you have that this activity / project is needed? (in less than 200 words)

How will your project benefit the local community within the Offa Community boundary? What advantages will it bring to Offa? (in less than 200 words)

How many people within the Offa boundary will benefit from your project?	
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Project Costs and Finances

How much is the overall cost of your activity / project?	
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What will funds from Offa Community Council be used to pay for?		
Item **	Total Costs	Requested from Offa Community Council
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
Grand Totals	£	£

** Where possible, please provide any quotes and estimates (ideally 3)

Who else have you approached for funding for this activity / project? If other contributions have been secured by other funders, please write (SECURED) next to the funders name	
Contribution requested from	Total

Have you previously applied for grant funding from Offa Community Council?	Yes	No
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If Yes, when did you apply?	
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If you were successful, please briefly tell us what was funded

Declaration

I am authorised to make this application on behalf of the above organisation

I certify that the information contained in this application is correct. If the information in the application changes, I will inform Offa Community Council Council as soon as possible

I give permission for Offa Community Council to retain this information electronically. The information in this form will be used for the administration of grant applications and for statistical analysis

I also give permission for Offa Community Council to contact my organisation by phone, mail or email with information from time to time

I understand that Offa Community Council will use any personal information you have provided for the purposes described under the Data Protection Statement which can be found at https://www.offacommunitycouncil.gov.uk/Policies_and_Documents_30319.aspx.

Signed:		Date:	
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Checklist

Please enclose the following with your application. Applications will only be processed once all this information has been received

Copy of a bank statement less than 3 months old		Governing Documents	
Policy Documents (if applicable)		Copies of written estimates	

Please send your completed application preferably by email to
clerk@offacommunitycouncil.gov.uk

or by post to:-

Offa Community Council, Luke O'Connor House Resource Centre, 21 Barter Court,
Hightown, Wrexham LL13 8QT

Please ensure you keep a copy of this application form for your own records