

# HUNCOTE PARISH COUNCIL

## HUNCOTE GRANTS SCHEME

### Application for a grant for over £100.00

Please note that the application will not be considered unless it is accompanied by a copy of the latest bank statement(s) and the latest set of annual accounts showing the organisation's income, expenditure and levels of balances.

#### Total Project Cost:

(N.B. we cannot support applications where the total project cost is more than £25k)

#### The Grant:

Amount of funding you are applying for:

#### Section 1: You and Your Organisation

Name of Group/Organisation (as it appears on your bank statement)

Address of Organisation (as it appears on your bank statement)

Name of Lead Contact: (Name and contact details of the person to be contacted in relation to the application)

Address:

Contact Number:

Email Address:

Name & contact information for others in organisation:

	Name	Email/Phone Number
Chair		
Treasurer		
Secretary		

**What does your group/organisation do?**

**Does your group/organisation work with young people under the age of 18 years?**

Yes  No  *If yes, please ensure you submit your safeguarding policy*

**Does your group/organisation work with vulnerable adults?**

Yes  No  *If yes, please ensure you submit your vulnerable adults policy*

**What geographical area does your group/organisation cover?**

Blaby	Glenfield	Sharnford	
Braunstone Town & Thorpe Astley	Huncote	Stoney Stanton	
Cosby	Kilby	Thurlaston	
Countesthorpe	Kirby Muxloe	Whetstone	
Croft	Leicester Forest East	Whole of Blaby District	
Elmesthorpe	Narborough & Littlethorpe	Leicestershire-wide	
Enderby	New Lubbesthorpe	East Midlands	
Glen Parva	Sapcote	National	
Other (specify)			

**Does your group/organisation run a membership scheme?**

Yes  No  *If you answer no to this question, go straight to the next page*

**What are the annual fees?**

**What do you charge per session?**

**Does your organisation offer reduced rates for any specific groups?**

Yes  No

**If you answer yes, please provide details**

**Is your group/organisation open to all on an equal basis?**

Yes  No

**If you answer no, please explain why**

## **Section 2: About Your Project/Activity**

**Please provide a detailed description of what you are requesting funding for**

**How do you know this project/activity is needed?**

**What will be the outcomes and benefits for residents of Blaby District?**

**Do you have local support for your project/activity? (I.e. volunteers, sponsors etc.)**

**How many people living in Blaby District will directly benefit from your project/activity?** Please state the number of people who will directly benefit, not just the number of people living in the community/parish.

### **Permissions and Consents**

Are there any particular permissions or consents required to deliver this project and if so, are these in place?

Yes  No

Please provide details of any relevant permission such as planning permission, land owner consent, insurance etc. Necessary permissions will need to be in place before funding can be awarded.

### **Section 3: Budget**

If you have more than £25k in your bank account you must explain below why the grant is needed.

Have you sought funding or support from any other sources for your proposed project including any 'in kind' support?

(see page 9 of the guidance notes for further information on match funding using volunteer hours)

Are you registered for VAT?

Yes  No  VAT payments that can be reclaimed cannot be grant aided

#### **Quotes Received**

3 quotes should be provided for all purchases and works over £1,000. You are NOT obligated to select the cheapest quote but, in all cases, please record decision justification and how it represents value for money. If you can't obtain 3 quotes, record your justification for having fewer.

Supplier name	Brief description of product/service	Price	Vat

Successful Supplier & Reason for Decision:

If there are fewer than 3 suppliers please record your justification: (e.g. Compatibility with existing equipment; no other supplier capable of meeting requirements for technical reasons etc.)

#### **Expenditure**

Please give a breakdown of the **total** costs of all the items you will be paying for as part of your project. This includes costs that are not going to be met by the grant.

Item description	Amount	VAT Amount	Amount grant will cover
	£	£	£
	£	£	£
	£	£	£
	£	£	£
<b>Total</b>	<b>£</b>	<b>£</b>	<b>£</b>

## Income

Please give a breakdown of **all** the income which is contributing towards the cost of your project and indicate whether this is anticipated or confirmed.

Description	Anticipated	Confirmed
	£	£
	£	£
	£	£
	£	£
<b>Total</b>	<b>£</b>	<b>£</b>
<b>Please explain how you will ensure the project will be sustainable beyond the funding.</b>		

**Please tell us how you heard about the community grants scheme**

**I confirm that, the information in this application is true and correct. I understand that if the grant is not spent in accordance with the guidelines and for the approved purpose Huncote Parish Council have the right to ask for the funds to be returned. I have, read acknowledge and agree to the Conditions of the grant as set out in the guidance notes.**

Your signature

Name

Date


**Please send your application to:**

**Grant Requests, Huncote Parish Council, c/o 3 Mountfield Road, Earl Shilton, Leicestershire. LE9 7LW or email to [clerk@huncote-pc.gov.uk](mailto:clerk@huncote-pc.gov.uk).**

## Privacy Notice

The personal information you supply to Huncote Parish Council in this form will be processed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We may share this information with other council departments, local authorities, government departments or law enforcement organisations to improve service delivery or for the prevention or detection of crime and fraud where the law allows this.

Further information on how we handle your personal information can be found in our [Data Protection Notice](#).