



WORLINGHAM PARISH COUNCIL

Applications for Financial Support from Local Organisations

General Information.

WORLINGHAM Parish Council normally budgets a sum of money each year to provide financial support to organisations undertaking activities in the Parish of Worlingham, which provide cultural and/or social activities or similar benefits for the residents of the village.

Generally, grants are made for capital or special projects that will benefit the community of Worlingham as a whole, although in exceptional circumstances, funding is available to assist with revenue, or day to day running costs of an organisation.

All applications must be in writing and addressed to the Parish Clerk.

*An up to date set of accounts must accompany this application plus the constitution of your organisation (*if applicable) and further relevant information may be requested.*

If not presented, then your application may not be considered.

**Please telephone the Parish Clerk if unsure.*

Conditions.

1. Applications can only be accepted from bona fide organisations undertaking activities benefiting residents in the Parish of Worlingham and not from individuals.
2. Applications must demonstrate that the applicant organisation is providing significant funding of its own (either financial or kind).
3. The amount of any grants or awards, which can normally be up to a maximum of £1,000 per award, shall be at the discretion of Worlingham Parish Council.
4. Normally an organisation may receive a grant or award for not more than one project or activity in any one year period, but this is at the discretion of the Worlingham Parish Council. If any grant is awarded, the Parish Council reserves the right to make payment in stages on terms and conditions decided by the Parish Council.
5. An organisation that has received funding and subsequently fails to complete the project or activity for which the grant was made, or to meet any conditions imposed shall return all monies received to Worlingham Parish Council.
6. All decisions made by Worlingham Parish Council on any matters relating to grants or awards are final.

Please complete the attached form and submit it with your application. ***Please indicate to Whom the cheque is to be made payable to: -**

Name of Organisation

***Recipient of cheque:**.....

Address:

.....

Tel.No. Email address:

		Details Attached	To be advised in person	Yes / No
Background information	Purpose			
	Charity			
	Membership size of group			
	Activities			
	Last 2years Audited accounts			
	Funding sources			
Project description	Activity			
	Outcomes / objectives			
	Timescale			
	Target dates			
	How activity benefits Worlingham			
	Who benefits			
Project Finances	Total Cost			
	Itemised expenditure			
	Matched funding (financial or in kind)			
	Any Partnership Funding			
	Any other Funding			

Please tick the appropriate boxes answering all queries and return this form with requested information. Should you have any queries please contact the Parish Clerk on 01502 717102 prior to your grant request being submitted.

Please return to: Clerk to the Parish Council, 4 The Spinney, Beccles, NR34 7DF or complete and e mail to worlinghampc@hotmail.co.uk