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# MELMERBY PARISH COUNCIL

## GRANT AWARD POLICY & APPLICATION FORM

### Document History

Notes of changes in updated versions	Version No	Date of approval / adoption
Grant Award Policy as initially approved and adopted	1	July 2019

Melmerby Parish Council can award small grants that will benefit the local community to local voluntary, charity and community groups. Applications are to be submitted to the Clerk

### **What Can Be Funded?**

- Any project that benefits the local area.
- the primary focus of grants is to benefit the immediate locality – the residents of Melmerby village.
- Grants may be made where benefit is not confined to Melmerby village (such as the Air Ambulance and Hartside First Responders which serves the village and the general area)

### **What Will Not Be Funded?**

- Applications that do not benefit the local community.

### **When to apply?**

Applications are welcome throughout the year.

Grant monies are finite. The 'Precept' (setting the budget) is done in November each year. It helps the Council to have applications for grants before the budget is set.

# Melmerby Parish Council Grant Application Form

1.Organisation Name Requesting Financial Support
2.Address
Post Code
Contact Details
Name
Tel:
Address
3.a Amount of Financial Support Requested £
b. Total cost of the project £
4. Financial situation
Please provide an up-to-date set of accounts and explain why this project should not be funded by these.
5. Have you sought funding for the project from elsewhere? Yes/No
If yes please give details

6. Please provide details of the project(s) and how financial support will be used. Please include accurate costings (preferably supported by three different quotations) and sufficient information for councillors to make an informed judgement. Where appropriate support your application with drawings/illustrations. Information can be submitted on additional sheets of paper if necessary.

7. How Will This Project Benefit the community?

**The information given above is to the best of my knowledge correct.**

Signed ..... Date .....

Name (Block Letters) .....

Position in Organisation .....