



Introduction

The Parish Council's Small Grants scheme is specifically for "one off" grants, to support the cost of small community projects or events which are open to all residents of the Parish.

Rules of the Scheme

- The maximum small grant award is £250.
- Funds will be made available for this scheme, but once they are expended, no further funds will be available until the start (1st April) of the following financial year. £2,500 is available for small grants in 2023-2024.
- Applications from businesses will not be considered, but charities and unincorporated groups may apply.
- Applications will not normally be considered from individuals.
- The organisation must have clearly stated aims and objectives. The organisation must provide a written Constitution that has been formally adopted by the members of that organisation, or a similar document of agreement between individuals where their association is less formal.
- The grant will normally be awarded to organisations that already have a bank account. If that is not the case the Parish Council will withhold any award and reimburse expenditure on the production of receipts.
- The Parish Council will only consider one small grant application per applicant each year. The small grants process is specifically for "one off" projects and events, so cannot be used for any recurring annual expenditure.
- The Parish Council will only award a maximum of two small grants in any four-year period to the same organisation. A year is defined as the Parish Council's financial year which runs from April to March.
- Any organisation that has benefited from a Parish Council Financial Grant (main grant scheme) will not be eligible to apply for a small grant in the same financial year.
- The Parish Council aims to consider and award small grants within 20 working days. Whilst every effort will be made to respond to applications sooner, time is needed for consideration and approval, so applications should not be left to the last minute.
- Small Grants will not be awarded to any commercial organisations, political or campaigning groups, health, education or welfare organisations whose services should be provided by statutory funding.
- If arranging an event, the Parish Council will not grant fund food or drinks.
- Grants will not be awarded retrospectively, for costs incurred in the past. Grants can only be applied to future funding requirements.
- Grants will not be considered, or awarded if previously considered, if the applicant has any monies overdue to the Parish Council, such as hall or pitch hire costs.
- Organisations that receive a grant will be required to acknowledge Abbots Langley Parish Council's contribution on all publicity and printed material.

Applications will be particularly welcome from:

- Voluntary groups who provide services for other people. For example, the grant could be used to pay for training for volunteers who work with vulnerable people, or to pay for equipment for a youth group.
- Voluntary groups who support disadvantaged people to access something they could not otherwise access.

Abbots Langley Parish Council
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- Applications to purchase items that will be shared by many.
- Different and innovative events or projects that benefit the community.

However, we expect to make a number of grants that fall outside these priorities.

Isabel Montesdeoca
Chief Officer & Clerk to the Council
18th April 2023.

(Approval - Finance & Admin. Committee - 19 Dec 2022, min 280)

[https://alpcouncil.sharepoint.com/sites/alpcgeneral/shared documents/grants/small grants/alpc-small-grants-application-2023-2024-v1.13.docx](https://alpcouncil.sharepoint.com/sites/alpcgeneral/shared%20documents/grants/small%20grants/alpc-small-grants-application-2023-2024-v1.13.docx)

Abbots Langley Parish Council
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Name of group applying:^[1]

Charity Registration No. if registered:

Name of person submitting:

Position in group:

Address (inc. postcode):

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Telephone No:

Email: address:

Amount of grant applied for:

Total cost of project or event:

If an event, where and when:

On what will the grant be spent:

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Have you applied for other grants?

How many people will benefit from this grant:.....

The Parish Council is now making payments via online banking. In the event this application is successful please provide the following information.

Name of account: ^[1]

Bank:

Sort Code:

Account Number:

^[1] Account must be in the name of the applying organisation, not an individual.

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Notes

- Please attach any further information, such as publicity material, that will support your application.
- If your group has a constitution or annual accounts, please attach these to your application.
- If your group is successful in its application for a small grant, then the Parish Council expects this will be acknowledged in publicity, accounts, on websites and in social media.
- Any questions about this scheme can be addressed to the Clerk to the Council or Finance Officer, both of whom are based in the Parish Council offices.

I confirm that to the best of my knowledge and belief, the information in this application form is true and correct. I understand that a request may be made for additional information at any stage of the application process. By completing this form, the signatories hereto agree to this information being retained in accordance with the provisions of the Data Protection Act and for that information to be published in Parish Council publications, minutes and on their website.

Signed: Date:

Abbots Langley Parish Council

Council Offices, Langley Road, Abbots Langley, WD5 0EJ

01923 265139 - info@abbotslangley-pc.gov.uk

www.abbotslangley-pc.gov.uk