

## LAKENHEATH PARISH COUNCIL GRANT APPLICATION FORM

1. a. The name of your group
- b. Approximately how long has your group been operating?
- c. Please give a brief description of your group's activities
- d. Website address (if you have one)
- e. The address of the premises where you meet
- f. Telephone number
- g. Approximately how many members/beneficiaries does your group have?
- h. Where do the beneficiaries live?

2. a. Is your group run by a committee?

If **Yes**, please supply the names of the officers

Chair:

Treasurer:

Secretary:

If **No**, please supply the names of the organisers with a brief description of their roles and responsibilities.

- b. Is your group supported by a statutory organisation?

If **Yes**, please describe the nature of the support (staffing, finance etc)

- c. Does your group have a constitution?

(Please supply us with a copy)

- d. Name and address of person to whom correspondence should be sent

Telephone number

E-mail address

3. **YOUR FINANCE**

- a. The name of your bank

- b. The name on your bank account

Sort code

Account number:

- c. Are your group's accounts audited or independently examined annually?

If **Yes**, please attach a copy of your most recent accounts

If **No**, please give details of annual income and expenditure for the current year (include a separate sheet if necessary).

4. **YOUR GRANT APPLICATION**

- a. For what purpose is funding sought? Please state how this will directly benefit the residents of Lakenheath
- b. Total cost of the above. Please give details and attach quotes, estimates or any information you may have
- c. Amount raised so far
- d. From where? (Other organisations, group fundraising etc)
- e. Amount requested from Lakenheath Parish Council

If you have additional information about your group that would support your application, please include it on an additional sheet.

Signed:

\*on behalf of

Position

Date

**\*I agree to the contact details of the group being stored on the LPC database (they will not be submitted to a third party)**

Please email the completed form to [clerk@lakenheathparishcouncil.gov.uk](mailto:clerk@lakenheathparishcouncil.gov.uk)

Parish Office  
Peace Memorial Hall  
98 High Street  
Lakenheath  
Suffolk  
IP27 9EW

## **LAKENHEATH PARISH COUNCIL GRANT AWARDING POLICY**

Lakenheath Parish Council has statutory powers to make funds available to local organisations for the overall benefit of Lakenheath and its residents. Grants are made from the money provided by the council taxpayers of Lakenheath parish and accordingly the Parish Council has a responsibility to satisfy itself that any benefit is commensurate with, or in proportion to the expenditure likely to be incurred

This document outlines Lakenheath Parish Council's guidelines for awarding. It also formalises the application process to ensure access, openness and fairness to the groups and organisations we aim to support. We will ensure that our grant awarding activity is fair and transparent.

### **General information for applicants**

It is Lakenheath's Parish Council's intention (subject to budget restrictions and available resources) to support initiatives from local community groups and organisations. Priority will be given to applicants who have not previously received grants. Grants are made at the discretion of Lakenheath Parish Council and are normally limited to £250, additional monies would be considered based on application.

### **Who is eligible to apply**

The following organisations may apply:

- A Lakenheath based charity
- An organisation serving the needs of the residents of Lakenheath
- Residents of Lakenheath requesting grant aid with a project/event, which will be for the benefit of the local community
- A Lakenheath based club/association/charity serving a specific section of the community or the community as a whole
- A local branch of a regional or national organisation/group which serves the needs of the residents of Lakenheath

### **Who is not eligible to apply**

#### **We will not consider applications from:**

- Projects which are the prime statutory responsibility of other government bodies who would normally be funded by a local or regional authority.
- Projects which improve or benefit privately owned land or property.
- Support for individuals or private business projects.
- Applications by "for profit" commercial organisations.
- From regional and national organisations unless it can be clearly demonstrated that the grant would be used specifically for the residents served by Lakenheath Parish Council.
- From organisations with political affiliations or those established for the purpose of forwarding a party-political agenda.

## **What can be funded**

The project should be something that makes the local community a better place to live, work and play. It should be something that will provide a long lasting and sustainable benefit to our local area.

The project must be something that will improve the social, environmental and /or economic profile of Lakenheath. Priority will be given to those applications which add value over applications for running costs.

## **The following are unlikely to be considered as a grant priority**

Projects where there is a large shortfall in the funding required to complete the project or projects that simply replace existing facilities with no significant improvement.

## **Conditions of grant**

Lakenheath Parish Council support must be acknowledged as appropriate on all publicity and promotional material including posters, advertisements, press releases and leaflets. We will also expect a representative from the organisation to attend the Annual Assembly to give short report on their project, or provide a written report about the project progress.

Financial support can only be used for the purpose for which the grant is given.

Grants must not be distributed to any other organisation.

Applications should be submitted in writing to:

The clerk, Lakenheath Parish Council

e-mail: [lakenheathparish@gmail.com](mailto:lakenheathparish@gmail.com)

Phone: 01842 860598

Decisions will be based on the following criteria:

- General eligibility
- Impact on key local need
- Community support
- Value for money
- Environmental impact
- Community involvement
- Feasibility
- Likely effectiveness