**Barton Parish Council CIL Grant Application Form 2023/24**

**Information for Applicants**

Community Infrastructure Levy (CIL) is paid by developers to Preston City Council as a means of offsetting the effects on the local community of new development. A percentage of CIL received for development in this area is paid direct to Barton Parish Council, which may use it or pass it on to others to benefit the parish and its residents. The type of projects eligible will be very varied.

In view of the range of funding applications that may be made Barton Parish Council has decided to consider CIL awards in two brackets:

**CIL: awards of £100 - £1,000** Barton Parish Council will consider applications for medium sized awards with a straightforward application procedure that doesn’t require a decision at a meeting and a decision can be made via email between the cllrs.

**CIL: awards of £1,000-£20,000** Barton Parish Council will consider applications for larger awards through a more detailed procedure which when deemed appropriate will involve the applicant presenting details of the project to Councillors in person at a parish council meeting.

**APPLICATION FORM 2023/24**

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|  | **NAME OF GROUP/ORGANISATION** |  |
| **1.** | Name and address of person who should be contacted regarding this application. | Title…….…First Name…………………….. Surname………………………..............  Address…….………………………………………………………………………………………..  ……………….………………………………………………………………………………………….  Town…………………………….…County…..…………………………………………  Post Code…………….………………………………………….………………………………….  Mobile/Tel: ………………………………………………………………..………………………  E-mail……………………….……………………………………………………………………….. |
|  | **PROJECT/INITIATIVE** |  |
| **2.** | Please describe the project for which you are seeking funding |  |
| **3.** | How will this project/initiative benefit the residents of Barton? |  |
| **4.** | How much Grant Aid are you requesting from Barton Parish Council? |  |
| **5.** | Please give details of any other grants awarded or applied for or match funding secured. |  |
| **6.** | If you are successful in being awarded a grant, who would you like the cheque to be made out to? |  |

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| --- | --- | --- |
|  | **GROUP/ORGANISATION DETAILS** |  |
| **7.** | What are your main aims and objectives? |  |
| **8.** | Where do your main activities/projects take place? |  |
| **9.** | Are you a registered charity? | Yes / No  (Please circle as applicable)  If yes, please give charity number……………………………………. |
| **10.** | Size of group/organisation,  e.g. number of staff and/or members? |  |
| **11.** | Please share with us any information that you feel may support your application |  |

**Please confirm you have enclosed the following documents with this form:**

* Copy of the Full Accounts (grants above £1000 only ) YES/NO
* Quotations/papers outlining cost of project/initiative YES/NO
* Background information about your group/organisation YES/NO

Please **sign** to confirm that you have read and understand the Terms and Conditions

**Signed:**

**Date:**

**PLEASE RETURN THIS APPLICATION FORM TO BARTON PARISH COUNCIL by sending it to clerk@barton-pc.org.uk**

**BARTON PARISH COUNCIL**

**GRANT APPLICATION CRITERIA 2023-24**

**Please read these notes carefully before completing the form.**

1. Not all the questions contained in this application form are relevant to all organisations but it is important to receive as much information as possible to help the Parish Council decide upon your application. The Parish Council welcomes any supporting information that you believe will better explain and assist your application. If there is insufficient space on any part of the application form, please indicate and attach a separate note.

2. When making your application the Parish Council will consider requests that adhere to the following criteria:

a) The grant can be for capital expenditure, running costs (but not staff costs) or a special event

b) Any project, time specific or ongoing can be considered for a grant.

c) The grant must be spent in accordance with the approved application and not for any other purpose.

d) The grant should be for an organisation and not an individual

e) The grant is for non-political reasons.

f) Where a grant is given to a voluntary body, the body must be required within 12 months to state in writing the use to which the money has been put.

e) Only one application per financial or calendar year from each organisation can be made.

3. Requests for grant aid will only be considered from the following categories:

a) A Barton-based charity.

b) An organisation serving the needs of the parishioners of Barton

c) Resident(s) of Barton requesting grant aid with a project/event, which will be for the benefit of a wider group.

d) A Barton-based club/association/organisation serving a specific section of the community, or the community as a whole.

e) The Parish Council as a body does not affiliate to any political party and therefore will not provide grant aid to support activity of this type in the Parish.

f) Any award of a grant must give direct benefit to all or some of the inhabitants, and the size of the grant should be commensurate with the benefit delivered (Value for money)

4. Supporting Documentation:

a) A copy of the full accounts of the organisation (if applicable showing all general and special balances) or a financial statement if available must be sent with the application form. For grants below £1000 a bank statement will suffice.

b) All applications for a grant must declare any other grants that have been received in connection with the submission.

5. No grant will be considered for private or commercial societies or organisations or closed clubs (those clubs that have a selective/restrictive membership policy).

6. The applicant must declare the full purpose of the grant and clearly define benefits derived from the funding.

7. Invoices or documentation ***must*** be supplied as evidence of the expenditure of the grant for the purpose for which it was awarded. You will be required to complete and return a grant evaluation form within 6 months of the award being made. Failure to comply may jeopardise future grant applications or could result in the funding being clawed back.

8. There will be no change to the intended use of the grant without express written authority of the council.

9. Failure to achieve the specified purpose of the grant or unauthorised variation shall require the recipient to return the entire grant to the Parish Council.

10. Grants over £1000 will be considered and awarded by the Parish Council’s Councillors sitting at a parish council meeting. Grants will not be awarded retrospectively.

11. Where funding is given for an event, the organiser must indemnify the Parish Council against any claim from any party as a result of any incident or accident associated with the said event. Where funding is awarded for any other purpose the Council cannot be held responsible or liable in any capacity.

12. Barton Parish Council reserves the right to purchase items on behalf of any club, society or organisation.

13. The Parish Council makes grants to voluntary, cultural, charitable and sporting organisations for the benefit of the local community. They will take account of the objectives of the association and the degree of benefit arising from the grant in assessing its priorities.

14. VAT will not be paid where the organisation is registered for VAT, other than in the situation that the Parish Council pays for the work directly to a contractor.

15. Please return the form to:

*Clerk to the Council*

# *clerk@barton-pc.org.uk*

15. If you have any queries or wish to discuss the application, please contact the Parish Clerk on 07894 262320