



NETHER STOWEY PARISH COUNCIL

Information for organisations applying for Grant funding from Nether Stowey Parish Council

These notes have been produced to help organisations to guide organisations through the Grant Application Form. Please ensure that you have also read the current Grant Policy.

On 14th September 2009 the Parish Council agreed *“that in future all applicants for significant grants would be asked to submit a Business Plan before the grant application is considered by the Parish Council.”*(Parish Council Minute 3730(ii)).

Section 1 – Applicant Organisation

- Contact’s details – if possible please provide details of either someone we can talk to during Parish office opening hours (10am-1pm) or who can deal with queries by e-mail.

Section 2 – Organisation

Please read paragraph 2 the Grant Policy to check whether you are eligible to apply for a grant or contact the Clerk to discuss your status.

- Please give brief details of aims and objectives of the organisation. You may wish to include information about the number of people in Nether Stowey using the service or participating in or benefiting from the organisation’s activities, and any plans to develop or extend your organisation’s activities
- Status – please state if you are a local or national charity, unincorporated voluntary body, village club or society etc.
- Please tick if your organisation is a local branch of a national organisation, or of a religious or political organisation.

Section 3 – Finances

- Please include with your application a copy of your most recent audited accounts and a copy of your accounts and/or budget for the current financial year. If you have large reserves or a surplus is indicated please explain why these funds are held and/or why you need additional funding from the Parish Council.
- If you are a new organisation, and do not yet have full accounts, please provide as much information as you can about your finances and include your spending plans for the current year.
- Please give details of any grants, sponsorship or other financial assistance you have applied for from other sources.

Section 4 – Grant

- Purpose of Grant – please provide any estimates (for work) or purchases (including costs) or similar. For a straight-forward purchase of equipment a catalogue or print of a page from a website will suffice.
- Activities – please include, if relevant, what difference the grant will make to increase or extend your activities, provide better facilities or offer a better service.
- Fund-raising etc – please give an approximate figure for your other sources of income, such as fund-raising, grants from elsewhere etc
- Cheque – cheques can usually only be made payable to an organisation. If this is not possible, please explain why. In some cases, the Parish Council can also make purchases on your behalf. The Parish Council cannot make payments in cash or by bank transfer.

Section 5 – Additional Information

- Please provide any additional information or materials that will support your application.

Section 6 – Submission deadlines

Applications are considered at full Council meetings. Applications need to be received complete at the latest by the Friday 10 days before the Monday meeting at which it will be considered so that it can be checked and included on the agenda. Applications received later or that are incomplete will be held over until the next meeting after it is satisfactorily completed. The deadlines for grant applications for the remainder of the 2020/21 financial year are:

Application deadline	For consideration at meeting on
2021	
Wed 30 December.....	Monday 11 January 2021
Friday 29 January	Monday 8 February
Friday 26 February	Monday 8 March

The deadlines for grant applications for 2021/22 financial year are:

Application deadline	For consideration at meeting on
Thursday 1 April 2021	Monday 12 April 2021
Friday 30 April.....	Monday 10 May
Friday 4 June.....	Monday 14 June
Friday 2 July.....	Monday 12 July
Friday 3 September	Monday 13 September
Friday 1 October.....	Monday 11 October
Friday 29 October.....	Monday 8 November
Friday 3 December	Monday 13 December
2022	
Thursday 30 December 2021	Monday 10 January 2022
Friday 4 February	Monday 14 February
Friday 4 March.....	Monday 14 March

Please contact the Clerk to the Parish Council if you need any help or more advice about applying for a Grant or if you wish to discuss your plans before formally making an application.

The Clerk is available Monday, Tuesday, Wednesday and Friday between 10am and 1pm, or at other times by appointment. Please contact the Clerk, Caro Slaymaker at

Nether Stowey Parish Council
2a Castle Street,
Nether Stowey, Somerset TA5 1LN

Tel: 01278 733779 or e-mail: clerk@netherstowey-pc.gov.uk