



# 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 which was adopted by the Parish Council in December 2020.

### **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
- Payment – cheques or online transfers can usually only be made payable to an organisation. If this is not possible, please explain why. The Parish Council cannot make payments in cash.

## **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 2024/25 financial year are:

<b>Application deadline</b>	<b>For consideration at meeting on:</b>
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### **2024**

Friday 2 February 2024 .....	Monday 12 February 2024
Friday 1 March .....	Monday 11 March
<b>Wed</b> 27 March .....	Monday 8 April
Friday 31 May .....	Monday 10 June
Friday 28 June .....	Monday 8 July
Friday 30 August .....	Monday 9 September
Friday 27 September .....	Monday 7 October
Friday 1 November .....	Monday 11 November
Friday 29 November .....	Monday 9 December

### **2025**

Friday 3 January .....	Monday 13 January 2025
Friday 31 January .....	Monday 10 February
Friday 28 February .....	Monday 10 March

***Note: applications for grants are not usually considered at the Annual Parish Council meeting held in May and there is no meeting in August***

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](mailto:clerk@netherstowey-pc.gov.uk)