



Fair Oak & Horton Heath Parish Council

2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL

Telephone: (023) 8069 2403 email: enquiries@fairoak-pc.gov.uk

FAIR OAK & HORTON HEATH PARISH COUNCIL COMMUNITY GRANTS AWARD SCHEME

The Community Grants programme allows the Council to award discretionary grants to support a range of voluntary and community organisations to carry out projects and provide activities to benefit local people. The programme distributes approximately £4,000 per annum received through section 137 grant funding. Awards are determined by elected members judging each application on its own merits. There is a timeframe in which applications must be made.

Who do we fund?

- Community, voluntary and registered charitable organisations
- Not-for-profit groups that are properly constituted, with a signed set of group rules (please note that the Council is unlikely to fund an organisation that is in poor financial health as it must be satisfied that the project can be delivered.

The grant should be for something that supports the Council's own priorities by being of direct benefit to the people of Fair Oak & Horton Heath.

What won't be funded?

- Individuals or an item or project that mainly benefits an individual.
- Projects from private companies, profit-making or trading organisations, or business enterprises.
- Party political activities.
- Religious worship or observance; or works to buildings or grounds that are used solely by a religious organisation.
- Any costs incurred when putting together the application or before confirmation of grant.
- Projects that take place solely outside of Fair Oak & Horton Heath – the project must be of direct benefit to people living in the Parish.
- The maximum grant fund per organisation is £1,000.

The Process

- Applications must be in writing, using the grants application form (below) which can be found on the Council's website or by emailing enquiries@fairoak-pc.gov.uk . The Council would prefer to receive electronic forms where possible.
- This form is designed to help applicants provide the Council with all the information that it will need to assess the application.

- Applications must be submitted to the Council between **31 August and 31 October** each year. Applications that are received outside this period will not be considered.
- The information provided on the form must be up-to-date and complete at the time of submission.
- Once the application deadline has passed the Council's Officers will assess each application to make sure that it is eligible and will provide demonstrable benefits to local people. Only those applications which pass this initial assessment will progress to the next stage.
- All applications received will then be determined by the Finance Committee meeting (at their meeting in December). The Committee will make recommendations to the Full Council on the grant awards.
- Applicants will be notified of the decision on their grant following this meeting. And funds will be released in the February the following year.
- Applicants can only use the money for that purpose, and for no other purpose whatsoever.
- Fair Oak & Horton Heath Parish Council must be acknowledged as a funding partner in any marketing and promotional materials for the project.
- Successful applicants will need to prove that the grant is being used for the purpose that has been agreed and evidence, such as invoices and receipts, will need to be provided.
- If the money is not used for the specified purpose, for whatever reason, it must be returned to the Council within 2 years of the decision to award the grant.

Please read the supporting guidance document before completing this form. Applications can only be submitted between **31 August and 31 October 2019**. Only applications submitted on this form, during this timeframe will be accepted. Applications submitted after 31 October 2019 will not be considered. And will not be retained on file.

Section A: Your Organisation details	
Name of Organisation: <i>(Please note that if you are successful, this will be the name the cheque will be made payable to)</i>	Click here to enter text.
Organisation Type e.g. charity, community organisation	Click here to enter text.
Registered Charity number <i>(If applicable)</i>	Click here to enter text.
Do you have a constitution or governing document? If so please attach.	Click here to enter text.
Name of Main Contact: <i>(Person we should address all correspondence to)</i>	Click here to enter text.
Full Postal Address of Organisation:	Click here to enter text.
Contact Telephone Number:	Daytime: Click here to enter text. Mobile: Click here to enter text.
Main Contact Postal Address: <i>(If different from above address)</i>	Click here to enter text.
Main Contact email address:	Click here to enter text.

**Have the organisation received Grant Aid from Fair Oak & Horton Heath Parish Council in the past?
If yes please give details below:**

Date: [Click here to enter text.](#)

Amount £ [Click here to enter text.](#)

Please provide a brief description of the main activities of the organisation and who attends.

[Click here to enter text.](#)

Are you a not for profit organisation?

Yes

No

How long has the organisation been established? [Click here to enter text.](#)

Section B: About your project

Please provide a brief description of what you would use the Grant Aid for?
(Please continue on a separate sheet if required)

[Click here to enter text.](#)

What are your total project costs?

£ [Click here to enter text.](#)

Contribution from other sources?

£ [Click here to enter text.](#)

Total requested from Parish Council

£ [Click here to enter text.](#)

Project start date

[Click here to enter text.](#)

Project completion date

[Click here to enter text.](#)

WHICH OUTCOMES DO YOU BELIEVE YOUR PROJECT MEETS?

Provides improved opportunities or services for those aged 18 or under

Provides improved opportunities or services for those aged 65 or over

Provides a new, or improves an existing asset or service benefiting a significant percentage of residents

Enhances the profile and/or reputation of Fair Oak & Horton Heath

PLEASE SET OUT HOW YOU BELIEVE YOUR PROJECT MEETS THE OUTCOMES

Click here to enter text.

IF THE COUNCIL IS UNABLE TO FUND YOUR PROJECT WHAT WOULD THE IMPACT BE?

Click here to enter text.

DO YOU HAVE SUITABLE PUBLIC LIABILITY INSURANCE TO COVER YOUR PROJECT?

Yes No

Section C: Additional Information

Please provide any information relating to your project that you believe the Town Council should be aware of. Please also provide an explanation of any expenditure that you feel is not self-explanatory. Please also provide an explanation of any expenditure that is for consultancy.

[Click here to enter text.](#)

Section D: Completing the application

Your Signature - *This must be the signature of the main contact named in section A*

Declaration: -

- i. **I certify that the information contained in this application is correct**
- ii. **If the information changes in any way I will inform Fair Oak & Horton Heath Parish Council as soon as possible**

Signed:

Date:

Completed application forms should be returned to: Fair Oak & Horton Heath Parish Council, 2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL or emailed to enquiries@fairoak-pc.gov.uk

Check list: -

- ✓ A copy of the organisations Constitution or rules to be provided
- ✓ Have you signed the form?
- ✓ Submission of the application form is completed before the deadline date?
- ✓ Submitted relevant supporting documents?

Please note any applications received after the deadline date will not be considered.

Privacy: Your name, position, email address and address will be disclosed to the Finance Committee when considering your application. All other information on this form will be made publicly available via the Parish Council's website as part of the agenda for the Committee meeting.