



TISBURY PARISH COUNCIL

Guidelines for Applicants to the Small Grants Scheme

Small grants funding criteria – The **guidelines** below are based on providing an equitable scheme for organisations in the village that enhance community life and add to the general wellbeing of individuals through involvement in activities and social interaction.

The council cannot consider grant applications from:

- a. political or religious groups (although secular projects by faith groups are welcomed where there is a wider community benefit),
- b. requests from statutory bodies (e.g. schools; police; libraries) to fund activities which ordinarily are or should be funded from the County precept,
- c. registered charities, unless for the benefit of Tisbury residents,
- d. individuals (for their sole benefit),
- e. a private/profit making/commercial organisation.

The council cannot consider grant applications for:

- f. recurring revenue or running costs e.g. rent, utilities, printing, stationery, salaries etc.
- g. retrospective funding, after a project has started,
- h. repeat requests for annual events,
- i. a project which has already received funding from the parish council in the same financial year.

The Parish Council scheme will:

- j. give priority to discrete projects,
- k. have a maximum grant of £300, and
- l. be funded from the precept.

To ensure proper governance of the fund, organisations in receipt of a parish council grant should have:

- m. a separate bank account which is controlled by more than one person OR the parish council will retain direct control of the grant funds and only pay on presentation of receipts.
- n. at least one representative present at the meeting when grants are awarded; currently May and December,
- o. submitted the most recent financial accounts along with the application,
- p. provided evidence of self-help or match funding and a substantial number of beneficiaries.

The application process:

- q. Application forms and guidance will be available to download on the Parish Council website:

www.tisbury-pc-wiltshire.gov.uk

- r. Application forms should be submitted by the 2nd Friday in April or November for discussion at the 1st meeting in the following month.
- s. The above criteria do not prohibit applications at any time in *emergency* situations.



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Application for a Grant/Donation

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisation's receipts, payments and level of balances. If the organisation does not prepare annual accounts, copies of bank statements covering the previous six months must be enclosed.

Once completed, the form should be returned to the following email address, tisburypc@gmail.com, along with all the supporting documents requested.

1.	Name of Organisation	
2.	Name, address and status of person making the application.	
3.	Telephone number of contact	
4.	Is the organisation a registered charity?	
5.	Amount of grant/donation requested	
6.	For what purpose or project is the grant or donation requested?	
7.	What is the total cost of the project?	
8.	If the total cost of the project is more than the grant/donation, how will the residue be financed?	
9.	Have you applied for a grant or donation for the same project from another body? If so, which body and how much?	
10.	Who will benefit from the project?	
11.	Approximately how many of those who will benefit live in the parish of Tisbury?	

Signed:

Date: