

**KPPC Grant Application**

Name of Organisation:	
Contact name (and position):	
Address:	
Telephone No:	
Email:	
Registered Charity number (if applicable):	

**1) Aims of the Organisation with a focus on activities, which benefit residents within the parish area** (please give estimated numbers):

**2) Proposed use of grant applied for?** – Please provide as much relevant information as possible. For example, if the grant is for room hire, how many sessions will be provided and at what cost per session? Continue onto another sheet if necessary.

**3) Total cost of project?**

**4) Total amount requested from the Parish Council?**

**5) How will the shortfall be met?**

*Please detail any other funding applications (pending or approved)*

<b>Signature:</b>	
<b>Print Name:</b>	
<b>Date:</b>	

*This application must be accompanied (if applicable) by a copy of:*

- *your organisation's constitution,*
- *the latest set of annual accounts,*
- *accompanying bank statements (last two months or last annual),*
- *our Terms and Conditions (signed by you)*

Please return this application form to:

[clerk@kimblesworthandplawsworthparishcouncil.co.uk](mailto:clerk@kimblesworthandplawsworthparishcouncil.co.uk)

*Please read the Terms and Conditions carefully and make sure you understand them all.*

### Terms and Conditions

1. You must hold the grant on trust for the Parish Council (referred to as “we” or “us”) and use it only for your project, as described in your application, or otherwise agreed with us.
2. Where requests for a grant/donation are agreed, we shall determine the amount.
3. You must provide us promptly with any information and reports we require about the project and its impact, both during and after the end of the project. We may request that applicants provide written feedback explaining how the grant/donation has benefitted their group/organisation.
4. You must act lawfully in carrying out your project, in accordance with best practice and guidance from your regulators, and follow any guidelines issued by us about the project or use of the grant.
5. Recognitions of the grant/donation from us must be made in any publicity by you.
6. You must immediately return any part of the grant that is not used for your project, or which constitutes unlawful state aid.
7. Where your project involves working with children, young people, or vulnerable adults, you are required to adopt a safeguarding policy and carry out background checks for all employees, volunteers, and trustees, as required by law.
8. Funds and support are provided on the basis that the Parish Council is not held responsible for any liabilities resulting from how the funds or support are used and is indemnified by the applicant for any such liabilities.
9. We will not commit to any continuing expenditure after an initial grant award.
10. The grant is not consideration for any taxable supply for VAT purposes.
11. We have no liability for any costs or consequences incurred by you or third parties that arise directly or indirectly from the project, nor from non-payment or withdrawal of the grant, save to the extent required by law.
12. Payment of money to individuals for individual interest will not be approved.
13. These terms and conditions will continue to apply for one year after the grant is paid, or until the project has been completed, with copies of those records and evidence of expenditure of the grant (such as original receipts and bank statements) kept on file by us, in line with data retention guidance.
14. The Clerk reserves the right, on behalf of the Council, to inspect any purchases of furniture, materials and equipment, etc, or any building work that has been carried out, to verify that the grant has been used for the purpose authorised. This will usually be by the inspection of receipts for purchases. All receipts and copy invoices should therefore be retained for inspection by the clerk.
15. We might choose to publicise and share information about you and your project including your name and images of project activities. You hereby grant us a royalty free licence to reproduce and publish any project information you give us. You will let us know when you provide the information if you do not have permission for us to use it in this way.
16. You acknowledge that we are entitled to suspend or terminate the grant and/or require you to repay all or any of the grant in any of the following situations (you must let us know if any of these situations have occurred or are likely to occur):
  - (a) You use the grant in any way other than as approved by us or fail to comply with any of these terms and conditions.
  - (b) You have match funding for the project withdrawn or receive duplicate funding for the same project costs as funded by the grant.
  - (c) You provide us with false or misleading information either on the application of the grant (or afterwards), act dishonestly, are under investigation by us, a regulatory body, or the police, if we consider for any reason that public funds are at risk, or you do anything to bring us into disrepute.
17. A grant or donation to a group, organisation, or project *without application* may be made where the Council considers that the giving of such a grant or donation will bring benefits to residents of the Parish. This provision is limited to £100 per donation and one donation per organisation per year. The maximum the Council can spend on financial assistance without a grant application is £500.
18. Kimblesworth and Plawsworth Parish Council’s decision on any application is final and there is no right of appeal.

Data protection

Kimblesworth and Plawsworth Parish Council is a public body with a power to distribute public money via grants for worthy causes for the benefit of local people. We use the personal data you provide, such as contact details for individuals at your organisation, to help you apply for a grant and to assess your application. We may also carry out checks on the individuals as described below. If a grant is awarded, we may use the personal data to manage and monitor the grant and to check the money is being used appropriately and as suggested.

Freedom of information

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties such as, although not limited to, grant applicants, grant holders and contractors. If you think that there is information in your application that may be exempt from release (if requested), then you should let us know when you apply.

Our approach to fraud

We know that most applications are genuine. However, we could receive fraudulent applications and so we have a duty to carry out checks on individuals and organisations, who apply for grants. The personal information we have collected from you could be shared with fraud prevention agencies, who will use it to prevent fraud and money laundering - and to verify your identity. If fraud is detected, you could be refused certain services, finance, or employment.

***I have read, understand, and agree to the Terms and Conditions:***

<b>Signed:</b>	
<b>Print Name:</b>	
<b>Date:</b>	

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**Office use only:**

<b>Reference:</b>	
<b>Approved / Declined:</b>	
<b>Date approved:</b>	
<b>Monies sent (date):</b>	