



Parish Grant Scheme Application Criteria

1. The Scheme will support Community projects. Our contribution to a project will be limited to a maximum of £500, irrespective of the project cost, however exceptional applications may still be considered.
2. Applicants residing within the parish can apply to the fund. Individual applicants within the parish may apply if proof of association to an established organisation within the parish can be supplied. Those outside the parish who can demonstrate direct benefit to the inhabitants will also be eligible to apply.
3. Applications will be considered for partial funding towards a larger project.
4. Applications must be submitted using Settle Town Council application form
5. Groups will be expected to supply the following accompanying documentation:
 - a. A copy of the most recent accounts.
 - b. A copy of the constitution or rules of the organisation or partner organisation
 - c. Proof that the applicants have a bank account with a minimum of two signatories
 - d. 3 most recent monthly bank statements
 - e. Letter of support from partner organisation if the application is from an individual
 - f. Estimates

There will be two deadlines for applications the first Friday of the month in September and first Friday of February. Council will advertise availability of the scheme via the Council's website and notice board.

6. The awarding of a grant does not and will not imply any ongoing commitment by the Council.
7. The activity being funded:
 - has not already taken place (retrospective funding is not permitted)
 - can demonstrate benefit to the Settle area community
 - has sympathetically considered the climate change implications
8. The funding must be used by the applicant at any time during the 12 months following receipt of the grant. Otherwise, the award may be withdrawn unless extenuating circumstances are explained.
9. Funding will not be approved in respect of:
 - projects or activities that will only benefit an individual or an individual family or a private business;



- political parties or trade unions or employers' associations or groups affiliated with any of these
 - lobbying or lobbying organisations
 - projects or activities that seek to promote a faith or belief as their main purpose
10. All projects awarded funding will be sent a monitoring form which must be completed and returned within 12 months of the grant being awarded. If a satisfactorily completed monitoring form is not submitted within twelve months of the funding being issued, a request may be made for the funding to be repaid within one month.
11. Written request for an extension of time or a change of use of grant may be considered.
12. Grants cannot be used to pay staff of the applying group.
13. Grants cannot be used for overheads or normal operational costs.
14. Any item purchased by the grant immediately becomes the property of the applicant and is covered by their constitution.



Parish Grant Scheme April 2024 / March 2025

Application form

Name of Applicant:	
Organisation Name (full name and title)	
Contact Details Address	
Telephone	
E-mail	
Description of Project Brief summary of what the project is and how it will benefit the local community. Please include how, when and where the project will be delivered and for how long.	
What are the full costs of the project (including VAT if applicable) Are you able to reclaim VAT	Y/N (circle as appropriate)
If this is a partially funded project, where is other funding from the project to come from? (Tell us the funder and the amount you expect from them)	
How will the funding be used? Please provide a breakdown of costs e.g. for venue, staff, equipment etc	
What contribution to these costs would you like from the parish council? If VAT registered, please supply Ex VAT figure	£



Is this contribution for a specific element of the project?	
What is the structure of your organisation?	Community group ☐ Registered charity ☐ Other ☐ Please give details below

Supporting information checklist

Where relevant please ensure that the following documents are submitted with your application (accounts and bank statements must always be submitted).

	Tick to confirm enclosure
A copy of the most recent accounts	
A copy of the constitution or rules of the organisation or partner organisation	
Proof that the application has a bank account with a minimum of two signatories	
3 most recent bank account statements	
Letter of support from partner organisation if the application is from an individual	
Estimates	

I declare that the above information is true and complete and that if funding is secured for this project through the Community Grant Scheme I will:

- a) Confirm that the application criteria have been read and understood.
- b) Ensure that all publicity and promotional material produced during the delivery of the project will give full acknowledgement to the funding given by Settle Town Council
- c) Confirm that any grant offered will be fully used within 12 months.



- d) The grant and return only to be used for the project/activity set out in this application form
- e) Complete the monitoring form to Settle Town Council.

For and on behalf of:

(insert name of organisation)

Signature:

Date:

Supplementary information will be accepted.

Please return to:

clerk@settletowncouncil.gov.uk

Settle Town Council. Town Hall Marketplace Settle BD24 9EJ
01729 823617