

## WOOTTON PARISH COUNCIL – S137 APPLICATION FORM

Please read the S137 Policy on the website [woottonparishcouncil.com](http://woottonparishcouncil.com) before completing this form. All yellow spaces must be completed. If necessary please use a blank sheet for continuation.

If you have any queries please contact the Clerk: [clerkwpco@gmail.com](mailto:clerkwpco@gmail.com)

Please email the completed form to the Clerk as above- please also attach a copy of your latest accounts. If you cannot email your form please deliver to the Chairman.

**ALL APPLICATIONS MUST BE RECEIVED BY 17.00 ON 31<sup>ST</sup> OCTOBER 2023 for funding in 2024/25  
ANY APPLICATIONS AFTER THIS TIME WILL BE VOIDED AS WELL AS AN INCOMPLETE APPLICATION**

### A. Your Organisation

Please give us the following information about your organisation

Name of Organisation

Address

Inc Postcode

Brief Description of your organisations activities

How long has your organisation been in existence

### B. Contact Details

Name of Contact

Position

Address

(if different to above)

Email address

Telephone Number

**C. Your Application**

Description of project, purpose or scheme for which the grant is intended

Who will benefit from the proposed project or scheme and how will it benefit Wootton

Total Cost of project or scheme

How much are you applying for

Please give an itemised breakdown of the expenditure for which this money is being applied for

**D. Previous Applications**

Has your organisation previously applied for a grant from Wootton Parish Council. If YES please give details of the project, date and amount of grant received if any. Was the project as described completed.

**E. Additional Information**

Are there any other comments you wish to make to support this application. Please attach a copy of your organisations accounts or attach a separate sheet

**Signed**

**Date**

Terms & Conditions

- 1 The amount of the award will be at the discretion of the Parish Council
- 2 All applications will be considered on their merits, but in general grants will be awarded for capital projects, such as the purchase of equipment, works to buildings, improvements to premises. In addition, the Council may support a community event, festival or other special event. Grants towards running costs, salaries or consumables, may be considered in exceptional circumstances.
- 3 Grants will be awarded to voluntary groups and societies, clubs, not-for-profit organisations, charities operating in the Wootton area or where the benefit will be for this area.
- 4 Grants will not be awarded to individuals or to regional or national charities unless it is for a specific project in the Wootton area or where there is obvious benefit to the Parish Council's area.
- 5 The purpose for which the grant is made must be in the interest of the Wootton area or any part of it or all or some of the inhabitants of the Wootton area which is defined by the boundaries of the Parish Council. The benefit of the area or inhabitants must be commensurate with the expenditure.
- 6 Groups from outside the Parish who can demonstrate direct benefit to the area are eligible to apply.
- 7 The Parish Council will consider any previous grant made to an organisation or group when considering a new application.
- 8 No grant will be awarded to or for any commercial venture for private gain.
- 9 Retrospective applications will not be funded where the expenditure has been made, the project has been carried out or the event has taken place.
- 10 All grants will be conditional upon submission of audited accounts and supporting documentation detailing costs of capital expenditure, projects or events for which the funding is being sought.
- 11 All grant recipients are required to provide the Parish Council with a brief report, including photographs where appropriate, of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved. This must be submitted within two months of the purchase of the capital equipment or completion of the project.
- 12 If the grant is put to purposes other than those for which it was awarded without the prior approval of the Parish Council, the recipient organisation or group will be required to repay the grant to the Parish Council.
- 13 The organisation or group should supply such information as the Parish Council may request regarding the impact of the project on the Parish Council's area.
- 14 Recognition of the grant from Wootton Parish Council must be made in any publicity.

FOR OFFICE USE ONLY

Date received.....

Date Grant Awarded.....

Amount.....