Small Grant Applications

**THE CLOSING DATE FOR APPLICATIONS IS 23rd JANUARY 2026.**

Applications to be returned to:

**clerk@pucklechurchparishcouncil.gov.uk**

OR

Pucklechurch Parish Clerk

c/o 25 Parkfield Rank

Pucklechurch

Bristol BS16 9NR

Telephone: 07525 842 095

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## GUIDANCE NOTES

These notes have been prepared to explain the main details of the Council's Small Grants Scheme. Please read them carefully before you complete the grant application form.

### Aim of Pucklechurch Parish Council Grant Scheme

The aim of this scheme is to support and promote an active community in Pucklechurch. The Parish Council recognises and supports the valuable contribution made by the voluntary sector to the wellbeing of the community. We provide limited financial support for community organisations working for the benefit of Pucklechurch parishioners, with the intention of improving the range of services and activities in the parish.

### Who can apply

Many types of organisations may be awarded grants such as:

* Parish organisations
* Youth/Senior citizens groups
* Sports clubs and art groups.

### Priority order for decision making

The scheme provides small grants for new organisations as well as grants to existing organisations for work or projects that will be of benefit to Pucklechurch Parish as a community. In all cases, the applicant organisation must be able to demonstrate that it benefits a number of people living in Pucklechurch and how.

Our grants will only be awarded for the direct benefit of Pucklechurch Parish and its residents, there will be some situations where we will not be able to provide grants. These include:

* general appeals (eg national / international disasters);
* national organisations without a locally based group;
* individuals (eg sponsorship for individual sportsmen and women).

Priority will be given to grant applications from organisations and groups based in the Parish of Pucklechurch and those that did not have a grant awarded in the previous year as follows:

**Priority 1:** Groups/organisations based in Pucklechurch Parish that have not received PPC grant funding in the previous year

**Priority 2:** Groups/organisations based in Pucklechurch Parish

**Priority 3:** Wider sector service/support groups/organisations able to demonstrate the specific benefits/services they provide to residents of Pucklechurch Parish

### What grants can be used for

Grants can be used for capital projects (eg the acquisition of or construction of lasting assets) or for revenue costs. Examples of what grants might support include:

* Equipment
* Repairs and maintenance
* Projects
* Publicity relating to community events
* Training
* Insurance

Please note:

* Applications for funding of staff costs will not normally be approved.
* Applications for funding of travel arrangements will not normally be approved.

Examples of awards given to groups in previous years can be found on the Pucklechurch parish council website at:

<https://www.pucklechurchparishcouncil.gov.uk/Grant_Scheme_33812.aspx>

### Value of the funding available

Parish council aims to provide an identified amount of funding for grant aid purposes within its agreed annual budget. The amount that can be provided will vary from year to year, and there is no guarantee that funds can be set aside for this purpose every year. Groups should not therefore rely on receiving awards on an annual basis to fund regular activity.

**The total amount of money** **any one group may be awarded is £500.00 \***

It is expected that the amount requested by community groups will collectively exceed the amount set out in the budget. Where this occurs Parish council will determine the award of grants strictly in priority order and may choose to make awards that offer a smaller proportion of the amount being requested. It is important, therefore, that all questions on the application form are answered as fully as possible to provide a detailed picture of your organisational activities within the parish. Groups should try to avoid applying for the same items/services year on year.

* *This amount may only be exceeded in truly exceptional circumstances.*

### How to apply

An application form is included in this pack. You will need to include:

* a statement in support of your request
* a copy of your organisation’s constitution if it has one
* a copy of your previous year’s financial accounts or financial statement detailing annual income, expenditure and reserves.

All applicants completing an application form will be deemed to have read and agreed to the requirements outlined in these Guidance Notes and the ‘Eligibility Criteria for and Conditions attached to Funding’. All sections of this application form must be completed and returned with the necessary documentation by midnight on the designated day of deadline. **Late applications will not be considered.**

### Who to contact for more information or advice

If you have any questions, require further information or would like help filling in the form, please contact:

Daphne Dunning, Parish Clerk, Pucklechurch Parish Council,

Tel: 07525 842 095

Email **clerk@pucklechurchparishcouncil.gov.uk**



##

## ELIGIBILITY CRITERIA FOR AND CONDITIONS ATTACHED TO FUNDING

All applicants must be able to comply with the following eligibility criteria and conditions.

Please read these carefully before submitting your application.

### Eligible organisations

The applying organisation should be a non-profit making body and must be able to demonstrate significant benefit to residents of Pucklechurch Parish.

Applications will **not** be considered from:

* individuals.
* organisations intending to support or oppose any particular political party, or to discriminate on the grounds of race, age, gender, disability, sexual orientation or religion.
* private organisations operated as a business to make a profit or surplus.
* “upward funders", i.e. local groups whose fundraising is sent to their central headquarters for redistribution.
* organisations or local groups with access to funds from national "umbrella" or "parent" organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.

### Religious or faith-based groups

Applications from religious groups will only be considered where a clear benefit to the wider community can be demonstrated irrespective of religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project. It is not possible to grant aid bodies whose express purpose is to promote religious faith.

### Start-up grants

New groups that require funding to enable their establishment may make an application for a grant award providing the group can demonstrate the specific benefits it will bring to residents of Pucklechurch parish. Parish council would need to be satisfied at the point of application that the new group had clearly articulated forward plans for becoming both organisationally and financially resilient.

### Capital grants

Applications for funding in support of larger capital projects are welcomed but will not be approved unless the organisation concerned can demonstrate at the point of application that it already has clear plans in place for raising the remainder of the necessary finance.

### General conditions applicable to all awards

* All applications must be made using the application form provided, supported by the documents specified and by the deadline set for applications.
* Individuals completing the application must have organisational authority to do so.
* The applicant must demonstrate that they have (or can acquire) the expertise to complete projects or activities and the resources to carry them out.
* Evidence that the money has been used for the purpose stated will be required. Parish council reserves the right to specify the evidence it requires.
* All organisations must supply a written report about how the grant has been used and the impact and benefits it has had for potential inclusion in Pucklechurch News and/or the parish council website.
* Receipts for all goods/services may requested by the Parish Clerk as proof of purchase of goods and services acquired with grant funding.
* Parish council reserves the right to reclaim the full amount of the grant in the event of it not being used for the purpose specified on the application form, or sufficiently well-evidenced.
* All funding or part thereof, or items purchased by the organisation with Parish council grant funding must be returned to the Parish Council should the organisation fold during the financial year in which the grant is presented.
* An award of a grant to support revenue costs does not constitute a commitment by parish council to provide similar or ongoing funding in future years under this scheme.
* Decisions made by the parish council with regard to grant awards are final.



###

### PUCKLECHURCH PARISH COUNCIL GRANT APPLICATION FORM

**Please complete all sections using black ink.**

1. When was your organisation formed and what does it do?

2. Is your organisation a registered charity - please indicate yes or no.

YES NO

Charity number if applicable:

3. Is your organisation part of, or affiliated to, any national organisation - please indicate yes or no.

YES NO

If yes, please give details:

4. Where does your organisation meet and how often?

5. How is your organisation funded – for example what are your present charges/subs/fees? Please submit a copy of your previous year’s accounts or a financial statement detailing annual income, expenditure and reserves with your application.

6. Briefly describe the project or purpose for which you require a grant and how the project or purpose will benefit the community or residents of Pucklechurch.

7. Approximately, how many people do you expect to benefit from your project?

|  |  |  |
| --- | --- | --- |
| **Age Group** | **In Pucklechurch Parish** | **Outside Pucklechurch Parish** |
| 0 – 25 |  |  |
| 26 – 49 |  |  |
| 50+ |  |  |
| All Ages |  |  |
| Special or minority groups(please specify) |  |  |
| TOTAL |  |  |

8. Please describe how you think your application matches the Parish council grants scheme

9. What is the identified need for your proposal?

10. When do you intend to start your project and when will it end?

11. How will you measure the success of your project?

12. What size of grant are you seeking?

£……………………………………..

*Please note the Council cannot consider your grant request if no amount is indicated.*

13. What is the total cost of the project for which you are seeking a grant?

£…………………………………….

14. If you are not applying for the full amount, please specify where the remaining funds will come from:

14. Have you applied for, or do you plan to apply for a grant in respect of this project to any other organisation (including Local Authorities)? - please indicate yes or no.

YES NO

If YES please include details of all applications (successful and unsuccessful)

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation** | **Purpose** | **Successful/Unsuccessful****(If money is not yet received but promised please include)** | **Amount Received** |
|  |  |  |  |

15. Please give details of your organisation's own fund-raising efforts:

16. If you wish to purchase equipment or services, **please ensure that you supply copies of quotes or evidence of the cost of items.** Additional literature, leaflets or recent annual reports may be enclosed with the application. Please list below what you have supplied:

17. Have you previously received, or applied for, a grant from Pucklechurch parish council - please indicate yes or no.

YES NO

If YES, please give details of amount(s) and year(s) and purpose:

18. YOUR ORGANISATIONS BANK DETAILS

Name of Bank:

Name of Account:

Account number:

Sort Code:

19. Where did you learn you could apply for a Pucklechurch Parish Council grant?

Please indicate all that apply.

• Noticeboard

• Website

• Press

• Minutes

• Others (please specify)

***Please read the application checklist on page 12 before you sign the declaration below***

***and then submit your application form***

**DECLARATION**

I declare that:

I have read and accept the Guidance Notes and Eligibility and Conditions of Funding and have answered all questions fully and truthfully. I also declare that any grant made will be used solely for the purposes outlined in this application.

Pucklechurch Parish Council will be recognised on any material produced and in any form of publicity as a result of this grant. Our organisation agrees to supply a written report as specified in the conditions for use in Pucklechurch News or the parish council website

I understand that:

Pucklechurch parish council reserves the right to request detailed information about our group and its members.

Pucklechurch parish council may ask for additional information at any stage of the application process. I will be required to submit evidence showing how the grant funding was used as well as receipts for all goods and services acquired with this grant. Pucklechurch Parish Council reserves the right to reclaim the grant in the event of it not being used or sufficiently evidenced for the purpose specified.

The application form and supporting information will be copied and discussed at a public Parish council meeting. Personal data that has been supplied will not be disclosed and will be held by Pucklechurch parish council in accordance with its Data Protection Policy and Data Protection legislation.

Name:

Position

Signed

Date

**Applicants will be advised of the Parish council’s decision in writing**

## APPLICATION CHECK LIST

PLEASE READ THIS PRIOR TO SUBMITTING YOUR APPLICATION

To avoid the Council making inappropriate grants of public funds it is a requirement that the following documents **MUST** accompany your application:

1. A copy of your organisation’s current CONSTITUTION if it has one.
2. A copy of your organisation’s previous year accounts or a financial statement detailing annual income, expenditure and reserves.
3. Copies of quotes or evidence of the cost of items/services the grant will be used for.
4. In the case of a newly formed organisation, a **budget and business plan** must be submitted.

Parish council is committed to operating within an equal opportunities’ framework. If you are a newly formed group, you may want to use the following equal opportunities statement until you develop your own.Groups that have been formed for one year or longer should have an Equal Opportunities Policy of their own.

*This group/project is committed to working in a way which values and treats all people with respect and dignity, and celebrates diversity. The group/project, through its practices, will ensure that no member, service, user, employee, volunteer, job applicant will receive less favourable treatment or suffer unlawful discrimination on the grounds of age, colour, impairment, marital status, lifestyle and culture, nationality, race gender or sexuality, or on the grounds of economic or social status.*

The following checklist has been prepared to assist you in completing your Grant Application Form. Applicants are advised to read the list below before submitting the completed application form:

|  |
| --- |
| Have you completed **ALL** sections of the form?*(if you are unable to complete any part of the form, please indicate why in a supporting statement, or write ‘not applicable’ where appropriate).*  |

|  |
| --- |
| Does your application set out how your organisation meets the requirements of the ‘eligibility criteria’? |

|  |
| --- |
| Have you signed the statement on the last page of your application form to certify that all the details are correct? |

|  |
| --- |
| When completed, this form together with supporting documents should be sent to: |
| Pucklechurch Parish Councilc/o 25 Parkfield Rank, Pucklechurch, Bristol BS16 9NR |
| or email clerk@pucklechurchparishcouncil.gov,uk |
| **Please Note: you will be required to provide the Parish Council with pictures of how the Parish Council grant funding has been spent and copies of publicity/printed material where relevant, should you be successful in your application.** |

### For office use:

|  |  |
| --- | --- |
| **Acknowledged:** |  |
| **Decision:** |  |
| **Informed:** |  |