Theale Parish Council Grant Application Form

# Council’s priorities for awarding grants

The council awards grants, at its discretion, to parish organisations which can demonstrate a clear need for financial support to benefit the parish by:

* + - 1. Providing a service
      2. Enhancing the quality of life
      3. Improving the environment
      4. Promoting Theale Parish in a positive way.

# Conditions of funding

The organisation must be either non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.

Grants will not be made to individuals.

Grants will not be made retrospectively.

Applications will not normally be considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations, unless funds are not available from the national bodies, or the funds available are inadequate for a specific project.

An organisation should have a bank account in its own name with two authorised representatives.

The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for, and evidence of expenditure should be supplied to the council as requested.

Only one application for a grant will be considered from each organisation in any one financial year.

Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.

Each application will be assessed on its own merits.

The council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the council.

Any grant must only be used for the purpose for which it was awarded unless the written approval of the council has been obtained for a change in use of the grant money, and that any unspent portion of the grant must be returned to the council by the end of the financial year in which it was awarded.

The council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.

Nothing contained herein shall prevent the council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of section 137 of the Local Government Act 1972.

# Annual Parish Meeting

If the grant application is successful, the organisation will be advised of this on Tuesday 8th April 2025.

A representative will be required to attend the annual parish meeting on Monday 28th April to formally receive the grant and to brief parishioners on how the grant will benefit the organisation and its beneficiaries.

More details about the Annual Parish Meeting can be obtained by contacting the Clerk.

|  |  |  |
| --- | --- | --- |
| Name of charity/organisation | | |
|  | | |
| Contact name |  | |
| Position |  | |
| Address |  | |
| Telephone |  | |
| Email |  | |
| Website (if applicable) |  | |
| Brief description of your charity/organisation, its aims, and its mains activities | | |
|  | | |
| Please provide the number or percentage of members that belong to your organisation and live within Theale Parish | | |
|  | | |
| Details of any restrictions placed on who can access your organisation’s services | | |
|  | | |
| Project for which the grant is required | | |
|  | | |
| How will this project benefit the parishioners of Theale? | | |
|  | | |
| Total cost of project | |  |
| Amount of grant requested | |  |
| Have you received, applied, or intend to apply for funding from any other source(s) for this project? | | YES  NO |
| If YES, please provide details including name(s) of organisation(s), amount(s) requested and success/failure of application(s) | | |
|  | | |
| How much of the total cost of the project does your organisation intend to raise itself and how? | | |
|  | | |

# Declaration

Please include the following documentation with your application:

Full and complete copies of your signed and audited accounts for the last year.

Bank statement dated within the last three months.

Budget plan and supporting evidence.

Copy of your organisation’s constitution, terms of reference or rules.

Evidence of any other awards/funding towards the project.

Please sign the following declaration and return this form together with all required supporting documentation to:

Clerk

Theale Parish Council  
The Pavilion, Englefield Road  
Theale,   
RG7 5AS

[clerk@thealeparishcouncil.gov.uk](mailto:clerk@thealeparishcouncil.gov.uk)

Please ensure the person signing the declaration on behalf of your organisation has the appropriate authority to do so.

I confirm that the information contained in this application is correct to the best of my knowledge. I agree that any money awarded by Theale Parish Council as a result of this application will only be used for the purposes stated in the said application, and in accordance with the grant conditions detailed.

I confirm that the proposed project is lawful and conforms to any rules governing our organisation. I further agree to providing copies of receipts, invoices, and anything else as required to Theale Parish Council to confirm how exactly the money has been spent if the application is successful.

I understand that all money awarded must be repaid to Theale Parish Council and my organisation will not be able to apply for future grant applications in the following circumstances:

* + - 1. If a false declaration is made, or if any information contained in the application is found to be false, inflated or exaggerated.
      2. If the proposed project does not proceed/or is abandoned for any reason or if the organisation disbands during the period of the grant
      3. If the organisation does not provide the necessary invoices & receipts confirming how the money has been spent or does not comply with any other conditions stipulated in the award.

|  |  |
| --- | --- |
| Signed |  |
| Name |  |
| Position in organisation |  |
| Date |  |

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For office use only

|  |  |
| --- | --- |
| Date the completed application form received |  |
| Date the application was considered by Council |  |
| Decision – was the grant application successful? |  |
| Amount awarded if successful. |  |
| The date payment was made. |  |
| Signed on behalf of TPC |  |
| Name |  |
| Position |  |