

BRININGHAM PARISH COUNCIL GRANT SCHEME

About the Scheme

The Parish Council has a small amount of money each year to allocate to organisations that benefit the parishioners of Briningham.

Eligibility

No grants will be made to individuals.

Groups applying for grants should be formally constituted and evidence provided.

Scope – Examples of purposes for a grant (other local projects will be considered): the provision of sporting or recreational facilities, for hosting one-off events or celebrations, for purchase of equipment or for a specific purpose in the Parish.

The Grant Process

Applications should be made on the grant application form (attached)

Grants will usually only be accepted as part of the annual budgeting process, so all applications should be received by the 15th October. Funds may not be available if not included in the budget.

Applicants will be notified whether their application has been successful following a Parish Council meeting and will receive payment at the same time.

The information you need to include on your application form:

- Name of the main contact for the organisation applying for the grant
- Contact details for that person: name, address, email, telephone number
- Information about the project for which you are applying including details of how it meets the aims and objectives. (as outlined above)
- A timeline for your project – start to finish (if applicable)
- The cost of the project and your own contribution (if applicable)
- Who else you have applied to for funding (if applicable)
- Other information as requested by the Council

What we will expect from you if you receive an award

The Parish Council expects that evidence of expenditure will be supplied if requested in respect of the grant-funded project;

Prior approval is required from the Parish Council for any change of purpose for the grant – if this is not sought, the Parish Council may request a refund of the monies awarded.

A letter to confirm that the project has been completed.

In the event of the project not being completed the Parish Council may request that the money is returned.

A short article and a photograph for possible use in a publication of our choice may be requested.

Applications which do not contain all the information requested above may be excluded.

Your contact concerning the application is:
Kerry Harris, Parish Clerk, 89 The Street, Barney, Norfolk, NR21 OAD
Tel 01328 822583, Email: brininghamclerk@gmail.com

Adopted – 15th July 2024

To be reviewed - 2027

BRININGHAM PARISH COUNCIL GRANT APPLICATION FORM

(please complete in black ink)

Name of Organisation applying for the grant	
Charity Number (if applicable)	
Web address	

Main contact	Name	
Details	Address	
	Tel. No	
	Email	

What are the aims of your project in no more than 50 words

Summary of Project for which funding is sought in no more than 200 words

In preparing your summary you should also address the following questions:

- a. What the project is all about?*
- b. Who will benefit from the project? How will residents of Briningham benefit?*
- c. Who will be responsible for delivering the project?*
- d. What will funding be spent on?*
- e. How will the project be funded once the funding from the Parish Council comes to an end?*

Total cost of project	£	Amount requested from Briningham Parish Council	£
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Outline details of source/s of other funding (if any)		Name	Amount

Total duration of project	Anticipated start date	Anticipated completion date	Annual Request

I confirm that this information is correct to the best of my knowledge

Signed on behalf of the Applicant:

Print Name

Date