

West Tytherley and Frenchmoor Fete Distributing Funds Raised for the Benefit of the Village

Please read this before completing your application!

Now is the time to apply for a Community Fund Grant from the Village Fete proceeds.

Application closing dates: 15 October each year.

Introduction

Since 2018, all Fete funds raised have been held centrally within the Parish Council's Millennium Fund; in 2024, the PC auditor has recommended that we set up a separate bank account for the Fete and we will do this in the coming months but for now the funds remain as above. Funds are for distribution in a fair, open & transparent way to good causes which provide benefit to the parish of West Tytherley and Frenchmoor:

- Applications are considered by a Grant Panel of up to 4 people comprised of the chair of the Fete Committee, a member of the Parish Council, representatives of village good causes &/or independent members who will recommend awards to the Parish Council.
- The amount available for distribution to applicants will be the amount raised by the Fete plus any carry-over from previous years, less an amount to fund floats at the coming year's Fete.
- Provided there are sufficient worthy applications the Panel will aim to distribute all monies raised in the year following the Fete.
- If there is sufficient money left over after the first round of applications, a second invitation to bid for funds may be made within any year, which will be announced via the usual village communications routes such as the village newsletter, email and parish noticeboards. Small amounts remaining will be carried over to the following year.

Who Can Apply?

The money is available for village groups, facilities and initiatives which are for the benefit of the village community. As well as for example the church, shop, village hall and school, it includes all other groups who are providing village facilities or benefit.

When Should We Apply?

Applications for funds must be received by 15 October and the awards will be notified after the first Parish Council meeting after 30 November.

How Do We Apply?

1 Download the guidelines and application form (this document!) from the Parish Council website <http://www.wtparishcouncil.org/community/west-tytherley-frenchmoor-buckholt-parish-council-15366/village-fete/> or the 'Files' tab of Facebook group West Tytherley Village Square <https://www.facebook.com/groups/westtytherley> . Applications must supply the name of the organisation applying and contact details, the amount of grant being applied for, how the grant will be used to benefit the community and who / how many people will benefit from it. You may be asked to provide quotes or other evidence of costings.

2 Email your application to the Parish Clerk at: westtytherleycouncilclerk@gmail.com or leave in a sealed envelope in West Tytherley Village Shop. The Parish Clerk will send the Grant Panel all applications received at the closing date.

3 The Grant Panel will consider all applications received by the closing date and make recommendations for awards as follows:

- Awards will be made to organisations, groups, facilities and initiatives which benefit the local community and priority will be given to those applications which the Panel consider offer the most benefit to the most people and which have also actively sought funding from other sources.
- The Church, School, Shop and Village Hall are considered general priority recipients of grant funding; the Church in particular struggles to raise sufficient funds
- Applications may be for specific projects or for general running costs but must state what the funds will be used for
- Awards of all or part of the requested sum may be made.
- The Grant Panel will notify the Parish Council of the grants recommended for award/refusal (or deferral) along with the rationale for the decision.
- The Parish Council will make their decision on the recommendations at their next meeting.
- The Parish Council's decision is final.
- A full listing of successful applicants will be appended to the Parish Council minutes.
- *Applicants cannot claim for money already spent or reclaim any expenditure undertaken before date on which the Parish Council approve the grant.*

4 The Grant Panel will inform all applicants of the outcome of their application, whether successful or unsuccessful, along with the rationale for the decision, immediately after ratification by the Parish Council.

Who is on the Grant Panel?

- The Grant Panel is comprised of the chair of the Fete Committee, a member of the Parish Council, representatives of village good causes and/or independent members. One person may represent more than one of these roles.
- The Grant Panel will be 4 people maximum and the Parish Council member has a casting vote if required.
- Vacancies on the Grant Panel will be advertised through the common village communications routes.
- The Parish Council will appoint members to the Grant Panel.
- Grant Panel members may serve for 3 years after which new nominations will be sought. Panel members may be re-elected for a further 2 years after which they must retire.

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Now please complete your Application using the form overleaf

West Tytherley & Frenchmoor Village Fete Funds

Grant Application Form

Once completed, email to westtytherleycouncilclerk@gmail.com or leave in a sealed envelope in West Tytherley Village Shop marked for the attention of the Parish Clerk.

ABOUT YOU	
Name	
Address	
Landline	
Mobile	
Email	
Name of the organisation on whose behalf you're completing this application	
What type of organisation is requesting the grant?	
Is it a registered charity?	If Yes, your Registered Charity Number
Yes / No	
Describe the work of your organisation	

ABOUT YOUR PROJECT	
Project Name	
Please provide a clear explanation of the project <i>i.e. location, what you will do, how you will do it, who will benefit</i>	
Project start date	
Project end date	
How many people do you expect to benefit directly from this project and in what age range?	

What difference will the project make to residents? What would the impact be if it didn't happen?

FINANCING THE PROJECT

What is the total cost of the project?

£

Project budget attached?

Yes / No

Total amount you're requesting from the Parish Council?

Exactly what will you spend the grant on?

How will the rest of the project cost be met?

E.g. other grants, sponsorship, donations, local fund raising, organisation's reserves

Source	Funding confirmed?	Amount	Evidence of funding attached
	Yes / No	£	Yes / No
	Yes / No	£	Yes / No
	Yes / No	£	Yes / No
	Yes / No	£	Yes / No

Your bank account details for payment, should your application be successful.

*NB: payments cannot be made to an individual's bank account**

Account name	
Account no.	
Sort Code	
Bank Name	

** If the organisation does not have a bank account, the only way that money can be transferred is either:*

- a) payment direct of an invoice from the supplier on completion of the work or*
- b) payment into an individual's account once they have already paid the bill and provided proof of payment.*

Declaration

I declare that to the best of my knowledge, the information I have provided on this application form is correct and the grant will be used for the purposes stated on this form. I understand that if I have knowingly provided a false statement, this application will be void and I may be subject to prosecution.

Name:

Signature:

Position of signatory:

Date: