



HESKETH with BECCONSALL

PARISH COUNCIL

Guidelines for applying for the Community Fund

The Community Fund has been set up by Hesketh with Becconsall Parish Council to provide funding for projects based within the Parish. Anyone applying for support should be aware that this is public money, funded from tax payer's money who live within the Parish. That means that we would normally look for the following:-

1. We will need you to show us that the money has been spent and has been spent on what it was intended for. You would do this by supplying us with receipts for the full amount of the funding provided. Receipts must be supplied within 3 months of you receiving the funding.
2. The funding must be spent on something that benefits the community of Hesketh with Becconsall, either directly or indirectly.
3. Where appropriate, we would like a commitment from you to inform the community of Hesketh with Becconsall what their money was spent on – this could be in the form of a letter or article for the local newspaper or could be published in the regular Parish newsletter, for example.

Once your application has been approved, we would expect the funds to have been spent within 3 months although where necessary, an extension to this timescale will be considered.

The application form should be completed carefully and clearly for ease of copying, taking account of the supporting notes provided.

We would not normally provide support for the following requests:-

- Applications from outside the Parish of Hesketh with Becconsall
- Individuals
- Companies
- Sponsorship
- Political Organisations
- Pressure Groups
- Feasibility Studies
- Wages/Commission/Research Fees

Who can apply?

Your organisation must produce documentary evidence that you are a legitimate organisation by providing one of the following with your application form:-

- A copy of your constitution

A Quality Parish Council

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- A set of rules of your organisation
- Your latest accounts

This evidence must be included as part of your application for the request to be considered.

Payments

We expect all applicants to have a bank account in the name of the organisation requesting a grant – this will be the bank account that funds will be paid direct to.

Please be aware of the following:-

- No retrospective applications will be accepted.
- Items must not already have been purchased.
- Should your application be successful, invoices and/or receipts must not pre-date the confirmation of grant communication you will receive.
- We would not approve payments for “running costs” of an organisation.
- We would not approve payments to buy goods which landlords should supply, or for maintenance which is the responsibility of the landlord.

Repeat Applications:-

To ensure the Community Fund benefits as many recipients as possible within the Parish, only one award per applicant over a 12 month period will be provided.

Timing of Applications:-

Applications will be considered by the full Parish Council who meet once per month with the exception of August when no meeting is held. Hesketh with Becconsall Parish Council meet on the second Monday of each month. Completed applications and supporting paperwork should be submitted by e mail to the Parish Clerk by close of business 7 working days prior to the Parish Council Meeting. The Parish Council will endeavour to consider the request at the next meeting. Please note that there may be occasions where this is not possible – please bear this in mind when you consider the timing of your application being submitted.

Application forms and supporting notes can be downloaded from our website
<https://www.heskethbankcouncil.uk/>