**Kirby Memorial Fund**

**Grants Policy**

**&**

**Application form**

**Adopted 5 September 2017**

**Objectives of Kirby Memorial Fund**

* To assist and promote not-for-profit organisations operating in Wingrave
* The funds are to be used solely for projects which are of benefit of Wingrave residents

**Conditions**

* Grants will be considered at the April, August and December Parish Council meetings
* Grants will be limited to one per organisation per year unless there are exceptional circumstances
* Any grant awarded must be used only for the purposes stated in the application and the grant may be recalled if it is understood that this has not been the case
* If successful an article recognising the support of the Kirby Fund must be provided for inclusion in the newsletter (Communiqué) and Postie (village electronic notice board)
* Representatives of the Parish Council should be invited to attend any relevant events
* Retrospective applications will not be considered
* Any grant must be used within 12 months of receipt
* The Parish Council reserve the right to withdraw the grant if the event or project does not take place
* In making an award to you, Wingrave with Rowsham Parish Council does not assume or accept any responsibility or liability for any kind whatsoever towards any person or persons in respect of any matter or thing arising out of or incidental to the execution of the work you have undertaken
* Wingrave with Rowsham Parish Council will consider each application on its merits and reserves the right to make awards as it sees fit. The decision of Wingrave with Rowsham Parish Council is final

|  |  |  |
| --- | --- | --- |
|  | **KIRBY MEMORIAL FUND**  Application for funds | **Parish Clerk:**  Rebecca Biley  24A Winslow Road  Wingrave HP22 4PS  Email: [info@wwrpc.org.uk](mailto:info@wwrpc.org.uk)  Tel: 07541 629224 |

Applications for funds from the Kirby Memorial Fund can be made by any charitable, voluntary or not-for-profit organisations operating in Wingrave. The funds are to be used solely for projects which are for the benefit of Wingrave residents.

Please ensure the application is fully completed and all relevant paperwork supplied. The grants will be considered at the April, August and December Parish Council meetings which are usually held on the second Tuesday of the month. For a request to be considered, the completed form and all relevant paperwork must be submitted to the Clerk 30 days prior to the relevant Parish Council meeting date as defined above.

|  |  |
| --- | --- |
|  | Please complete **all** the boxes below. |
| Name of applicant / organisation: |  |
| Contact details of applicant / organisation representative, including phone number: |  |
| Email address of contact: |  |
| Aims & objectives of organisation: |  |
| Is the organisation a registered charity? If so, please provide registration number: |  |
| Please provide a brief explanation of your financial accountability: |  |
| Does the organisation have accounts? If yes, please enclose a copy of the most recent. If no, please explain your account procedures: |  |
| How many members does your organisation have? |  |
| How many of these members live in Wingrave? |  |
| Please give details of the project this grant application is for, including total cost: |  |
| Does your project already receive funding? If so, how much and from whom? |  |
| If the total cost of the project is more than the grant how will be balance be financed? |  |
| How will this project befit the resides of Wingrave: |  |
| Please provide any other information relevant to the request: |  |

I confirm the details provided on this application are correct to the best of my knowledge.

I confirm that I have read and accept the conditions in respect of the Kirby Memorial Fund.

I confirm that if successful regular articles will be provided for inclusion in the Parish newsletter (Communiqué) and Postie (village electronic notice board) giving updates on the project and recognising the support of the Kirby Memorial Fund.

|  |  |
| --- | --- |
| Signed: |  |
| Name (in capitals): |  |
| Position: |  |
| Date of Application: |  |