Procedure and Guidance for Grant Applications to the Community Improvement Fund
Batcombe Parish Council

The Parish Council awards grants to local organisations and groups from the Community Improvement Fund.

Grant applications need to be submitted to the Parish Council by the 31st January or the 30th June.

Please read the following procedures carefully before completing the application form and submitting it to the Batcombe Parish Council Clerk: clerk@batcombe-parish-council-somerset.org.uk.

Failure to fill in the form correctly or provide all the requested information may result in delays in responding to the application request.

1. Batcombe Parish Council will consider applications for grants from voluntary groups or charitable organisations to provide financial support for projects/schemes that benefit the residents and visitors of the parish of Batcombe.
2. Grants will not be awarded to individuals.
3. To qualify for a grant, the applicant must be able to demonstrate that any funding from the Community Improvement Fund will benefit the Parish and/or residents of and visitors to the Parish. Applicants also need to demonstrate proof of the following:

    1. That they have their own bank account.
    2. That they are properly constituted.
    3. That they have up-to-date accounts.

4. Grant applications will be considered at a council meeting scheduled on the 1st Wednesday of the month following application submissions.

5. In determining the validity of an application, the Council will refer to the following guidelines:
   Applications will be considered for the following purposes:
    - For purchasing equipment either in part or in full.
    - For funding transport that will enable group members to partake in a group trip or outing.
    - For training activities, or to purchase the expertise of an outside trainer/instructor/facilitator.
    - For activities that raise the profile of the area.
    - For running costs of a viable group that is experiencing a period of hardship
    - For hosting special events or celebrations
    - For the provision of recreational facilities
    - For the provision of a valuable service to the community

6. Conditions:
    - Applications MUST be submitted on the Council form, available to download from the Council website (add link to PC website)
    - The grant must be used for the purpose for which the application was made
    - Donations to Registered Charities in response to a general fundraising appeal will be considered if there is a benefit to residents of or visitors to the Parish
    - The size of any grant awarded is at the discretion of the Parish Council
    - Should an application be made by organisations from outside the parish boundary, evidence must be provided showing that funding has been sought from adjacent Councils, together with the amounts requested

7. Eligibility:

Any Charity, Voluntary Group, or Community Organisation, having agencies operating within the parish and are of benefit to the local community.
Applicants are invited to attend the parish council meeting when their grant is being considered and will have the opportunity to give further information in support of their application.

8. What happens next?

Once the application has been received, it will be assessed, and you may be contacted for further information. If successful, you will receive a letter advising you of the amount granted following our February and July Parish Council meetings. If you are unable to use the grant for the purpose it was intended, then we will withdraw the offer or ask for the grant to be returned.

9. Monitoring and Evaluation

Within three months of the grant being made, the Parish Council requires a report on how the grant was used and what outcomes were achieved.
Need more Information?
If you would like to discuss your project/scheme, then please get in touch with the Parish Clerk clerk@batcombe-parish-council-somerset.org.uk

(Link to PC website: grant application form)