

Clerk: Mr Simon Bold  
Tel: 07939 403414  
Email: [clerk@whyteleafecouncil.org.uk](mailto:clerk@whyteleafecouncil.org.uk)  
Website: [www.whyteleafecouncil.org.uk](http://www.whyteleafecouncil.org.uk)



## GRANT SCHEME

### Application process

1. Grant applications must be received by the clerk by **31st March** for consideration at the April or May council meeting or **30 September** for the October or November meeting.
2. The Council's current standard application form must be completed in full and relevant information provided prior to consideration by the council.
3. We will normally require a copy of the organisation's constitution and details of how its income (e.g. money-raising etc) is spent in accordance with its aims.
4. All documentation provided will be available for public scrutiny and should be legible.
5. Applicants will be informed of the council's decision as soon as practicable after the meeting.

### Criteria

1. The applicant is a voluntary or charitable body (not-for-profit organisations) with a strong connection to Whyteleafe.
2. There should be a clear benefit to many people in the community of Whyteleafe.
3. Support is aimed at specific expenditure (a 'project') of a non-recurring nature. To this end, you must provide clear details of what you will spend the grant money on - if you do not, we cannot consider your application.
4. The Council will normally only commit funds once in each financial year for any one organisation and it cannot guarantee availability of funding in subsequent years.
5. Types of project considered suitable are: improvements to the local environment and amenities, provision of recreational, arts or entertainment facilities.
6. The maximum amount payable per application is £2,000.
7. If you are applying in respect of a project that exceeds £500 we would expect you to contribute your own funds or have third party funds of at least 20% of the total project's cost. In addition, you must provide a copy of your last full year's financial statements and your most recent accounts and current budget and confirm who verifies the accounts for you.
8. The council may require some assurance that both the project and the applicant have long-term viability through details of time in existence, membership numbers and 'business' plans.
9. If a project is still in the planning stage a time-limited offer of a grant may be given and this will last six months. Before the end of this period the Council will require evidence that the project is proceeding in accordance with the details provided in the application.
10. The Council may ask the applicant to incur the expenditure and provide invoices for reimbursement.
11. By completing this application, you confirm that any monies that may be approved will only be used for the purposes described in the application.

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<b>Grant Scheme Applicant Details</b>		
1.	Name of organisation & address (if applicable)	
2.	The aims & objectives of your organisation and how money is spent.	
3.	Nature of organisation e.g. Charity or voluntary	
4.	If a Registered Charity, registration no.	
5.	Date organisation set up.	
6.	Number of members or volunteers resident in Whyteleafe	
<b>Grant Application Details</b>		
7.	Purpose for which the grant is required	
8.	Describe the benefit to the residents of Whyteleafe	
9.	Total cost of project (see also 'additional information' overleaf)	
10.	Amount requested	
11.	Describe what contribution you will be making to the project	
12.	Details of third party donations to the project	
13.	Applications made to other bodies, awaiting outcome - give name and amount	
14.	Date the project/work will start	
15.	Expected completion date	
16.	Date funds required	

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<b>Additional Information</b>	
<p>Please include a copy of the organisation's governance statement (often known as 'constitution') which will confirm such things as your organisation's structure, decision making process and voting rights of its membership - this will demonstrate to us how your organisation is managed and achieves its stated aims. Any publicity material relating to your organisation would be helpful too.</p> <p>In addition, if the cost of the project, meaning the total cost of the supply of goods and/or services, exceeds £2,500 please provide three quotations to evidence this. The total cost of the project should not be disaggregated in order to avoid this requirement.</p> <p>Please confirm the additional information you have included with your completed Grant Application form here:</p>	
<b>Payment Details</b>	
Payee name	
<b>Applicant's Contact Details</b>	
Name	
Address	
Tel. nos	
E-mail	
Website	
<b>Declaration</b>	
<p>I confirm that I am making this application on behalf of the organisation named above and that the information provided is accurate and true. I undertake on behalf of the organisation that any funding received that is surplus to requirements will be returned to Whyteleafe Village Council. I also agree to provide evidence of expenditure if requested to do so.</p>	
Signed:	Print Name:
Capacity/ Role:	Date:

If you have any difficulty providing the information we require please contact the Clerk on 07939 403414 otherwise return the completed application form and supporting information to:

Simon Bold, Clerk to Whyteleafe Village Council, 31 Glebe Road, Warlingham, CR3 9NG or  
[clerk@whyteleafecouncil.org.uk](mailto:clerk@whyteleafecouncil.org.uk)