

Appendix B

Please read the following information before completing your application

- Grants will be awarded to a maximum of £500.
- Applications will be considered more favourably where other funding or fundraising has been gained (where you have a Parish/Town council have they been approached?)
- Applications will not usually be considered for trips except in exceptional circumstances.
- Applications will only be considered from groups and organisations that either operate in or benefit people who live in the Shipley Constituency or individuals living in the constituency who are engaged in exceptional sporting, artistic or voluntary work.
- Ongoing costs such as venue hire and staffing will only be funded through a start-up grant for new organisations.
- Grants cannot be awarded for retrospective payments (events or purchases that have already taken place)
- Groups and organisations should normally expect only one grant per financial year.
- Projects which operate in more than one Constituency can be considered by a number of Area Committees but the total grant will not normally exceed £500.
- Applications are particularly welcome from new projects, projects linked to the City of Culture and from previously unfunded groups.
- Failure to fully complete the application form with all the relevant information will result in the application being rejected or deferred to the next meeting.
- A copy of the group's constitution must be provided.
- If your group is not constituted, you must apply through a constituted organisation such as your local Community Centre or Parish or Town Council.
- Wherever possible two quotations should be provided for each item to be purchased.
- A short report on the project and copies of receipts evidencing how all the money was spent must be submitted within six months of a grant being awarded. **If this information is not received, without good reason, by the deadline, further applications will not be considered.**

- The organisation should be a non-profit making voluntary organisation where membership is open.
- Projects should not contravene the Council's Equality and Diversity Policies.
- Grants cannot be used to fund religious or political activities.
- Applications for school curricular activities will not be funded.
- If you are applying for activities for children or vulnerable adults, you must include a copy of your organisation's child and vulnerable adult safeguarding policy and enhanced DBS ID numbers and expiry dates as evidence that checks have been completed.
- Please note that some of the data collected as part of this funding bid is shared with internal and external partners as well as the funded projects being publicised electronically, in funding reports, in the media and other methods of distributing the information. It is also possible that this information may be released in accordance with a Freedom of Information request.

Remember

For your application to be considered you must provide the following (if applicable):

1. Constitution
2. Most recent accounts
3. Wherever possible, copies of at least two quotations per item
4. Child or vulnerable adult safeguarding policy
5. Evidence of enhanced DBS checks