



## OXTED PARISH COUNCIL

### APPLICATION FOR GRANT AID 2013

1. Each year Oxted Parish Council considers applications for grant aid. The purpose is to provide cash assistance to projects, charities or community programmes which are *expressly supporting the Oxted and Hurst Green areas*. The Council prefers to provide funds for specific capital investment or projects but requests for support towards running costs will also be considered. Please refer to the notes over before completing the attached application form.

- The completed application form should be sent to [Mrs Maureen Gibbins, Parish Clerk, Oxted Parish Council, Salmons, Salmons Lane, Whyteleafe, Surrey CR3 0HB](mailto:Mrs%20Maureen%20Gibbins,%20Parish%20Clerk,%20Oxted%20Parish%20Council,%20Salmons,%20Salmons%20Lane,%20Whyteleafe,%20Surrey%20CR3%20HB) by **1st May 2013**. The Council is unable to consider late submissions.
- Applicants should complete all parts of the attached form and provide all the information requested (please indicate not applicable as appropriate). A lack of information could result in the Parish Council being unable to make a balanced decision, which could adversely affect the application.
- The latest audited accounts **must** be attached to the application together with a stamped addressed envelope.
- If you have any questions please contact the Parish Clerk on 07510 226989 or e-mail [clerk@oxted-pc.org.uk](mailto:clerk@oxted-pc.org.uk).

## **SECTION A – About your organisation**

2. The purpose of this section is to give the Council a clear description of your organisation – its aims and objectives and how it is organised:-

1. The name of the organisation.
2. The address of the organisation.
3. In a few sentences describe the main aims.
4. If you are a registered charity or affiliated to a church organisation please answer yes.
5. The number of active members or volunteers.
6. The number of people benefiting from the organisation.
7. The Parish of Oxted covers the areas known as Oxted North and Oxted South including Hurst Green, Holland, Broadham Green and Merle Common. *Grant Aid will only be given to those organisations that are able to demonstrate that they operate within the Parish.*
8. The date of your audited accounts as attached to the application.
9. This section requests extracted data from those accounts.
  - (a) Total income from all sources including interest received.
  - (b) Total expenditure from all sources including depreciation and interest paid.
  - (c) This is a minus b) show loss in brackets.
  - (d) Income from members fees and subscriptions which are included in a).
  - (e) Net cash position is cash at bank less any loans or overdraft.

## **SECTION B – About your grant request**

3 When requesting an amount please bear in mind that funds available for grant aid are limited.

Experience has also shown that

- applications that do not state an amount are unlikely to receive a grant.
- where a grant is for a specific item or project the application is more likely to be successful.
- where the organisation benefits an area wider than Oxted and Hurst Green it is important to indicate how people living within the Parish of Oxted benefit from the organisation.
- the Council tends to support organisations that support the wider community especially the young, disabled and the elderly.

**Please remember to state the amount you are requesting.**

**Clearly describe the purpose of the grant.**

4 The Auditor also requires the Parish Council to be aware of organisations which apply for grant aid elsewhere as in general organisations should not be dependant on grant aid from local authorities.

## **SECTION C – Supporting information**

5 This section can be used to provide any additional information you consider would be helpful to the Council when considering your grant.

6 The Council looks favourably on attempts to raise funds from other sources. Please outline your success with fund raising in the last twelve months. Please also outline your involvement with the community in the Parish of Oxted.

## **SECTION D – Contact for further information**

7 Contact details in case we need to ask for further information.