

Farnsfield Parish Council (FPC) Events, Non-Capital Project and Donations Policy

How to apply for funding:

Check the following criteria to make sure your organisation/group is eligible for funding:

- Applications must not be for business purposes
- Applications may only be submitted for “not for profit*” events or by community groups within Farnsfield
- Applications cannot be considered from individuals or from places of worship
- Applicants must have a group constitution or set of rules and their own group bank account
- Only one set of funding will be awarded to an organisation/group in any one year, unless there are exceptional circumstances

Make your application:

- Applications **must** be submitted on the non-capital, donation and funding application form below, or by using the online application. Any other format will not be accepted
- The applicant/s must clearly state the purpose for which the funding is to be used
- Successful applicants may use the funding only for the purpose stated on the application form
- Applicants must submit a most recent bank statement addressed to the group/organisation applying for the funding – these are the bank account details that will be used for payment of the funding

How the applications are considered

- All application forms must be sent to the Clerk by email at clerk@farnsfield-pc.uk, submitted online, or by post to the official council address
- The Clerk will acknowledge receipt of all applications in writing/email within 14 days of receipt
- The Finance and Risk Committee or Full Council will meet to decide on the success or failure of applications – this can be 8 to 10 weeks after application so please keep this in mind when applying
- If there are further questions or information required from the applicant, then the Clerk will contact the applicant directly
- The Council will notify successful/unsuccessful applicants in writing within 14 days of decision.
- Successful applicants will be awarded funding of an amount up to the total requested

What happens next?

- In the case of an event, where applicable, the Council may request copies of any licences, insurance policies, or permissions required (including road closures) at least four weeks prior to the event
- Funds must be requested from the Council by the presentation of invoices within 12 months of the date of the original funding. Unless there are exceptional circumstances any funds not requested within that period will be deemed to be no longer required and the funding award will be closed. The Council will not be held responsible for any increase in pricing after the funding is awarded
- A funding for ‘non-capital expenditure’ – i.e. for an event, will not be paid by the Council if the event does not go ahead
- The contribution of the Council should be recognised in any publicity material

The Council takes no responsibility for expenditure of the funds

*not for profit events do not include charitable events where the proceeds will go to a registered charity. No profit can be made from a FPC contribution unless it is to fund a community-based organisation/group that operates on a not-for-profit basis in the Parish

The Parish Council will process the information provided in accordance with the Data Protection Act for the purposes of administering the funding. The information provided will be stored securely by the Parish Council and will be destroyed after 10 years from the date of decision. The name of the community group securing the funding, the date of the decision and the amount secured may be made available on the Parish Council's website and will be contained within the Councils accounts. The Freedom of Information Act 2000 (FOIA) applies to Farnsfield Parish Council and therefore information provided by applicants may have to be disclosed if so requested.



When will this project/event be held?

Please indicate that you understand that you will be responsible for all safety factors of the event or project, and you will be required to provide your own insurance, policies and risk assessments. The Council holds no liability for any event or project it provides funding towards Yes No

Amount being requested: £

Is your organisation/group able to recover VAT? Yes No

What will be the total cost of the event or project? If the total cost of the event or project is more than the funding, how will the remainder be financed?

Please provide an explanation of what the funding will be spent on. (Please break down the cost of items if it is more than one)

Your signature below indicates that you have read, understood, and agree with Farnsfield Parish Council's Funding Policy.

Signed:

Print name:

Position in organisation/group:

Date:

Confirmation of bank details

Organisation name on account:

Sort Code:

Account Number:

Name of Bank:

Please provide a copy of your most recent bank statement and your group constitution/set of rules with your application for funding