



Aylesham Parish Council Grants Programme 2024-2025

Please add any additional information you want to give us on a separate sheet.

1. Your Organisation		
Name of organisation		
Contact name and position in organisation:	NAME: POSITION:	
Contact details:	ADDRESS: TEL: EMAIL:	
Registered charity / CIO	YES/NO:	Charity No:
Co. Ltd by Guarantee or CIC	YES/NO:	Company No:
Community Group, Club or Association	YES/NO:	Details:
Other	YES/NO:	Details:
Have you received a grant within the last 3 years from Aylesham Parish Council?		YES/NO:
If YES please provide information	Year	Amount

2. Your Project	
Please describe your project or activity. What will you do? Where? How? Please continue on an additional sheet if necessary.	
What is the proposed start and finish date?	START: FINISH:
What will be the impact of the project? How will you know if you have succeeded?	
Will all the residents of Aylesham benefit from the project? If your project is not for everybody, which groups of people will benefit?	
Will people outside Aylesham Parish Council's area benefit?	See https://maps.dover.gov.uk/webapps/Wards/ YES/NO:
If yes what proportion of your beneficiaries live the Parish of Aylesham?%
Explain what a Aylesham Parish Council grant would be used for, if awarded. Please continue on an additional sheet if necessary.	

3. Financial Details	Item	£
Please give the FULL cost of your project. Continue on a separate sheet if necessary		
	Total cash cost	£
How many volunteer hours are involved?		
Please list any other 'in kind' contributions and value in £.		
Please give details of other funding applied for but not yet secured	Funding applied from	
		£
		£
		£
Please give details of other funding already secured	Funding received from	
		£
		£
		£
Please give details of any cash contribution from your organisation		£
How much grant are you requesting from Aylesham Parish Council?		£

4. Checklist: Have you provided	Yes/No	If 'No', give the reason
A fully completed application form signed and dated		
A copy of your governing document e.g. constitution, set of rules etc. <i>If supplied within last 3 years, please contact the R.F.O first</i>		.
A copy of your latest bank or building society statement		
A copy of your latest completed accounts and annual report if it exists		

Grant Conditions

- i. Only one application per year is to be made per organisation.*
- ii. The maximum grant amount you can apply for this financial year is £1,500.*
- iii. The grant can only be used for the purpose stated in the application. Aylesham Parish Council reserves the right to reclaim any grant not being used for the specified project/activity.*
- iv. Should the organisation disband, or the project cease Aylesham Parish Council may ask for all or part of the grant to be paid back.*
- v. Organisations are responsible for ensuring that they comply with all legal and statutory requirements.*
- vi. To be eligible for a grant an organisation shall not discriminate on the grounds of racial origin, gender, disability, age (except for obvious reasons, such as becoming a member of a youth club), and political or religious persuasion.*
- vii. Acknowledgment of the grant received from Aylesham Parish Council is required on documentation, on promotional literature, websites and on social media. Aylesham Parish Council logo will be supplied on request for this purpose.*

- viii. Organisations must contact Aylesham Parish Council before disposing of any equipment or resources purchased or part purchased with an Aylesham Parish Council grant within 3 years of receiving a grant.*
- ix. You are required to submit an end of grant report on what Aylesham Parish Council's grant has been used for by 31st March of 2025.*
- x. Should any of these conditions not be met it could result in the award being withdrawn, the grant having to be repaid and future grant applications being refused.*
- xi. In exceptional circumstances, Aylesham Parish Council may consider additional applications, and a variation to sum awarded.*
- xii. The declaration at the end of the application form must be signed and dated, forms sent in electronically require either a scanned copy of the final page with signature or a final signed page to be submitted by post.*

5. Declaration.

I declare that the information given is correct.

I have read and agree to adhere to the conditions of the Grant Programme.

Signed

Date

Payee for grant payment (Organisation's Name Only)	Name:
	BANK Details:

Any enquiries or assistance required in completing this form should be made to the Administration Officer via telephone: 07830353872 or email to:

admin@ayleshampc.co.uk

Completed forms and supporting documents must be returned by email to the Administration Officer:

admin@ayleshampc.co.uk

All applicants will be advised that their form is being processed within 10 working days of receipt.

For Aylesham Parish Council use only	
Date application form received:	
Form checked by:	
Date application validated by R.F.O.	
Date of Committee meeting when the application will be considered	
Decision	
Date applicant notified of decision:	

- End of Application -