

## **Hilton Parish Council – Small Grant Application Guidance**

### **1. About the Hilton Parish Council Small Grant Scheme:**

The Hilton Parish Council Small Grant Scheme is available in January 2014 to all local community groups, clubs and associations.

### **2. Application procedure:**

The application must be made on behalf of an organisation, group or society, and the cheque should be made payable to a registered bank account ie: school, sports club, youth club, residents association etc. If an applicant does not have a registered bank account other arrangements may be possible for another organisation to hold the funding.

For further information please contact the Clerk to Hilton Parish Council.

All completed applications should be submitted to: **The Clerk of Hilton Parish Council, P O Box 8094, Swadlincote, Derbyshire. DE11 1FR**

**All completed applications need to be received back by the Hilton Parish Clerk by no later than 10<sup>th</sup> January 2014**

Applications received after this date will not be considered.

On receipt of a completed application form, the Clerk to Hilton Parish Council will check the application to ensure that the form has been completed correctly and all information requested is attached. The Clerk will then add your completed application to a list to be discussed at the Hilton Parish Council Meeting to be held on: **29<sup>th</sup> January 2014**. Once the applications have been agreed in the meeting a cheque will be sent out made payable to the group and posted 1<sup>st</sup> class to the address corresponding on the completed form.

Please note that the amount you receive will depend on the amount of completed applications received. Hilton Parish Council only has £3,000.00 which will be dished out equally between the amount of completed applications received and agreed.

### **3. Approved Hilton Parish Council Small Grant**

All small grants offered in January 2014 should be spent by no later than 31<sup>st</sup> December 2014 unless a deadline extension has been approved by Hilton Parish Council.

**Hilton Parish Council will require a copy of all receipts which correspond to the small grant that you have received. The receipts and invoices should be sent to the Hilton Parish Council Clerk by no later than 31<sup>st</sup> December 2014.**

### **4. Condition of the Small Grants:**

The applicant must sign and date the Application Form, once this has been signed and sent back you are agreeing to the Terms and Conditions of the Hilton Parish Council Small Grant Scheme.

- a) Hilton Parish Council will release the payment after their meeting to be held on 29<sup>th</sup> January 2014 providing the application is completed and all information requested i.e. copy of accounts, constitution etc. is received.
- b) This project must be completed and copies of receipted invoices must be provided to the Parish Council Clerk no later than 31<sup>st</sup> December 2014 unless an extension has been requested and agreed by Hilton Parish Council.
- c) The expenditure must relate to the requirements of the original application.
- d) If the above criteria is not met or completed, Hilton Parish Council reserves the right to recall any Small Grant.