



WELWYN PARISH COUNCIL

Serving the communities of Welwyn, Oaklands & Mardley Heath and Digswell

Parish Centre, Lockleys Drive, Welwyn, Hertfordshire, AL6 9NT
admin@welwynpc.org.uk

Your Ref:
Our Ref: 2014-WPC-Grant Aid Application

Telephone: 01438 716667
Bookings: 01438 716706

Opening hours
Monday, Wednesday, Friday 9am to 1pm

www.welwynpc.org.uk
www.welwynhalls.com

Application for Grant Aid

Throughout the year **Welwyn Parish Council** considers applications for support from the community. This primarily takes the form of discounted hall hire at our venues and is in addition to the community rates which are already subsidised through the parish precept.

It is offered to projects, charities or community activities which are expressly supporting the residents and community of Welwyn Parish, covering Welwyn, Digswell, Oaklands & Mardley Heath. Please refer to the notes over before completing the attached application form.

The completed application form should be sent to by email to: clerk@welwynpc.org.uk or post to:

The Clerk, Parish Centre, Lockleys Drive, Welwyn, Hertfordshire, AL6 9NT

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.

A copy of the latest audited accounts **must** be attached to the application.

Section A - About your organisation

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 Welwyn covers the areas known as Welwyn, Digswell and Oaklands & Mardley Heath.

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

Applications that do not state an amount or are not for a specific purpose are unlikely to receive a grant. When requesting an amount please bear in mind that the support available is limited. This is why the council asks what the effects would be if we are unwilling or unable to make a grant.

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, ideally in terms of a percentage discount and total amount. For example 10% off of regular hire rates capped at £50.

Section C - Supporting information

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

- 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 Welwyn.

Section D - Contact for further information

Contact details in case the council needs to ask for further information. You will normally be invited to attend the council meeting where it will be discussed to answer questions. This is usually in the evening on the last Monday of the month (except August).



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Application for Grant Aid

Please remember, the council can only consider the information that you include with this form.

Section A - About your organisation

1. Name:
2. Address:
3. Brief details of aims:

4. Registered charity YES/NO Registered Number:
5. Number of enrolled or subscribing members:
6. Number of people in the Parish who benefit from your organisation:
7. Is your organisation based in the Parish of Welwyn? YES/NO
If no, please explain why Welwyn Parish Council should support you.
8. Audited accounts are enclosed for the year _____ to _____
10. Extracted from the accounts, please state:
 - a) Total Income £
 - b) Total Expenditure £
 - c) Operating surplus/loss [a minus b] £
 - d) Income from fees/subscriptions £
 - e) Net cash position £

Section B - About your grant request

1. The amount requested in total: £
2. The percentage discount on hall hire, or amount:
3. The proposed use of the support:
 - a. Type of events or project description

 - b. Brief explanation of the effect if no additional support is provided:

4. Are you applying to other local authorities for grant aid: YES/NO
5. If yes, please specify:

Section C - Supporting information

1. The action taken in the last twelve months to raise funds by your own resources or effort.

2. The amount raised: £
3. The main beneficiaries of your organisation, e.g. the elderly, children and youth, those in need because of ill health or financial circumstances. *(Please try to be specific.)*

4. Any further information which would be helpful to the Council in considering the application. *(Please continue on to a separate sheet if necessary.)*

Section D - Contact for further information

Name: _____ Role in the organization: _____

(Please print)

Address: _____

Postcode: _____

Tel No: _____

Email: _____

Signature: _____

Date: _____