**Chelford Parish Plan Team: Grant Application Process**

**Introduction**

Chelford Parish Plan Team raised funds as part of the Chelford Activity Pathway Project. As originally intended, much of these moneys were used in providing the Chelford Activity Park. It was also intended to provide a safe means of pedestrian access from Dixon Drive to the Activity Park. However, after many negotiations between the Parish Council and the landowner, permission to build the path was not forthcoming.

As a result, some unused funds remain and the constitution of the Parish Plan Team states that if such a circumstance arose, then that money must be used for the benefit of Chelford and its community.

This application form gives Chelford community organisations the opportunity to bid for these residual funds so that they might be put to good use for the benefit of village residents.

The closing date for applications is 31st October 2018.

**What can the grant cover?**

There is considerable flexibility over what can be paid for by this fund - but the following tests will be applied:

1. Does the project benefit the community of Chelford
2. Is there a clear project plan for the delivery of those benefits?
3. Will those benefits in all likelihood be sustainable?
4. Is there any element of match funding?

Not all tests will need to be met in all cases: judgement will be used based on the level of grant. There is an expectation that more of the tests would need to be met for more substantial grants. In the spirit of how the money was originally raised, preference will be given to those projects which promote physical activity and/or benefit a wide range of age groups.

**What will not be covered by a grant?**

Grants will not be awarded for the benefit of individuals. The wider the community benefits, the more likely it is that the grant will be awarded.

**Who can apply?**

Organisations and individuals from within Chelford Parish may apply.

**How much will be awarded?**

Applications can be made for up to £1000. However, subject to demand, the amount awarded may be reduced.

**Decision process**

The remaining members of Chelford Parish Plan Team, as stated in the constitution, will decide on the grant allocation but they must declare a conflict of interest and absent themselves from any decision which gives rise to a conflict of interest. The decision of the team will be final.

**Basic Details**

1 Name of Project/Proposal:

**About You?**

3 **Name of organisation /individual**

4 **Address**

 **Postcode:**

5 **Name of contact**

 **E-mail: Telephone:**

**The Proposal**

**6 What are you trying to achieve?**

**7 What are you proposing to use the money for?**

**8 Who will this benefit?**

(Include estimates of number of organisations, individuals, age groups etc.

**9 What are the success criteria?**

**10 When do you intend to implement the project/proposal?**

**11 What is the total cost of this project proposal? Give detailed estimates of costs and include quotations where appropriate. Include details of matched funding.**

**Declaration**

I declare that the information I have provided is, to the best of my knowledge, accurate. I agree to take part in a post project review and submit to a project audit if required.

Signed

Position

On behalf of

Date

**What next?**

Please send a copy of the completed form including scanned or e signature to

Email address: