

# Ribble Valley Borough Council

## Voluntary Organisation Grant Application Form



*(Please read the grant criteria on the reverse of this form  
before answering the questions)*

Organisation details
Name of Organisation
Charity number (If applicable)
Contact name
Contact address
Daytime telephone number
E-mail address
Please state the aims and objectives of your organisation.
Please give a brief description and history of your organisation.
How does the work of your organisation benefit the residents of Ribble Valley?
Size of organisation

<b>Justification for application</b>
Purpose for which the grant is requested
Is this a new application or have we supported previously?
If previously supported please give details.
Please describe who will benefit from this grant
How many people will the grant benefit?
Please give an indication of the number of Ribble Valley residents that will specifically be supported.
Please describe, where appropriate, how the grant will:
- Protect and enhance the quality of life in Ribble Valley villages and towns
- Make people's lives safer and healthier
- Improve access to services

**Financial Information**

What level of financial support are you requesting from this council?

£

Is the financial support for revenue or capital expenditure?

Please note if the amount you require is greater than £10,000, we will require a 3-year financial plan. This will enable us to determine a 3-year grant. However the second and third year grant will only be paid once you have submitted a report on how the first year grant has been used and how Ribble Valley residents have specifically benefited.

Please supply details of any other applications for grant aid that has been made to any other local authority or public bodies.

Organisation	Amount requested	Approved	Refused	Pending
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please attach a copy of your latest audited accounts. (Please note applications for grants over £1,000 will not be considered if not supplied.)

Name of auditors

Address of auditors

Please give us any information you feel is important.

Declaration: please sign this application and state your position in the organisation

Signature

Name (print)

Position

Date

## POLICY AND FINANCE VOLUNTARY ORGANISATION GRANT CRITERIA

- 1 **The Overall Aim**  
Through the awarding of a voluntary organisation grant the Council wishes to:
- (i) Ensure the provision of services is based on identified need.
  - (ii) Sustain a strong and prosperous borough.
  - (iii) Help make people's lives safer and healthier.
  - (iv) Protect and enhancing the environmental quality of the borough.
  - (iii) Matching the supply of homes to identified housing need.
- 2 **General**
- (i) Applications must clearly demonstrate that the purpose of the grant that is sought is to provide services or facilities that will meet the needs of communities in the Ribble Valley or directly benefit residents of the Ribble Valley as a whole. Applicants must demonstrate that they support or develop community action in a way that is sustainable and contributes to local community life.
  - (ii) Applications will only be accepted from parish/town councils and properly constituted organisations operating on a non-profit making basis. A valid constitution or memorandum and articles of association, which clearly indicates the voluntary or charitable status of the organisation, must accompany all applications.
  - (iii) Applicants should demonstrate that they abide by the rules of their constitution, they are democratic and make efforts to involve users in a significant way in the decision making process of their organisation. The organisation must be able to demonstrate that membership of their organisation is open to all members of the community and that the organisation does not discriminate unfairly against anyone on the grounds of race, gender, creed, ethnic origin, sexual orientation, age or disability.
  - (iv) Applicants should demonstrate that their organisation is financially sound and well managed and that any project or proposed project is properly planned and organised. Applicants must demonstrate value for money and evidence of their own fund raising activity and ability to attract funds from other sources. Applicants should demonstrate that they have planned for the longer-term financial sustainability of their organisation as a whole and for any specific activity or project that they are applying for, i.e. they should have a business plan.
  - (v) Applications will only be considered if they include a statement showing how much an organisation has in all its bank accounts. If the organisation has significant balances and/or generates significant surpluses then a full justification for the amount of grant being sought will be required. Applicants seeking grants of over £100 will be required to submit their most recent set of accounts. Applicants seeking grants of over £1,000 will be required to submit audited accounts and to enter into, if required, a service level agreement with the Council.
  - (vi) The Council's grants scheme will not normally fund the following:
    - ❖ Capital projects on which work has already started or in aid of expenditure already committed or paid.
    - ❖ Commercial organisations/businesses.
    - ❖ Any activity that is designed to promote political party politics or influence government policies.
    - ❖ Applications from the County Council or other government agencies.
- ❖ Applications from religious organisations unless there is a clear broad community benefit.
  - ❖ Schemes that can be funded by the Council's other grant aid schemes.
- (vii) Applications should not contravene the policies and principles of this Council. Organisations receiving grant support will have to provide details as to how they will publicise the Council's support.
  - (viii) Applicants who have received funding from the Council should provide, if required, a year-end report to the Council showing how the grant has been used.
  - (ix) All grants must normally be claimed within twelve months of the offer being made.
  - (x) All maximum levels of grant funding will be reviewed annually.
- 3 **Capital Grants**  
Note: Capital grants refer to buildings infrastructure or equipment with a life expectancy of not less than two years and have a purchase value of not less than £1,000.
- (i) The level of grant awarded from the fund for any individual capital project will not normally exceed 50% of the approved costs up to a maximum of £5,000. The Council may review these limits under exceptional circumstances.
  - (ii) Where, in the opinion of the Budget Working Group, a major capital scheme is of such strategic importance to the district and will complement policies and plans identified in the Council's Community Strategy or Corporate Plan then recommendations for financial support over £10,000 will be made to Policy and Finance Committee for inclusion in the Council's capital programme.
  - (iii) Premises, land or equipment in respect of which a grant is given must either be in the ownership of the applicant or secured by a long-term lease (not less than 10 years)
  - (iv) Applicants must demonstrate that all licences and consents have been obtained, including planning and building control approvals, and that the balance of funding is in place (or soon will be).
  - (v) Applicants must demonstrate that provision has been made for ongoing running and maintenance costs once the project has been completed.
  - (vi) Three written estimates of building and/or purchase
  - (vii) Grants will be paid in arrears, either in full or part, following the submission of completed claim forms and receipts or invoices relating to the equipment purchased or services provided.
- 4 **Revenue Grants**
- (i) Revenue grants will be available for items of expenditure providing the applicant demonstrates that any such scheme is sustainable.
  - (ii) Where possible, applicants should display evidence of partnership with the local community and, where appropriate, with relevant sections of the Council and other agencies demonstrating links to other relevant initiatives.
- For further information please contact:**  
Director of Resources  
Ribble Valley Borough Council  
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Lancashire  
BB7 2RA  
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