

Application received	Application number

AWARDS TO VOLUNTARY BODIES BY ILKLEY PARISH COUNCIL

RULES FOR AWARD APPLICATIONS

- 1 Applications can only be made on the attached form which should be signed and returned to:

Clerk to Ilkley Parish Council
Town Hall
Station Road
ILKLEY LS29 8HB

Applications can also be made electronically. Completed forms should be returned to:

clerk@parishcouncil.ilkley.org

Any accompanying documentation can also be sent electronically (where possible).
- 2 Applications will be considered at the next available Awards Committee meeting. A representative from the organisation applying for an award will be expected to attend the meeting at which the application is to be considered.
- 3 Applications must be typed or clearly written in black ink (preferably block capitals).
- 4 FULL INFORMATION on the scheme to be funded is an essential requirement. Failure to provide this could result in the application being deferred or denied.
- 5 Where appropriate an audited financial statement of the organisation's position should accompany the application, together with a copy of the constitution and rules if this is the first application for financial assistance.
- 6 The Council can only make awards where it has the statutory power(s) to do so.
- 7 If made an award, the organisation must mention Ilkley Parish Council in its literature and/or publicity.
- 8 Proof of award use, i.e. copies of accounts, receipt(s) and a brief report must be provided within six months, or at another time stipulated by the Awards and Projects Committee. If this is not complied with, then any subsequent applications from the organisation concerned will not be considered.

CRITERIA FOR AWARD APPLICATIONS

- 1 Applications will only be considered from local groups/organisations that either operate in, or benefit the people who live in, the **ILKLEY PARISH** area (Ilkley and Ben Rhydding).
- 2 The organisation should be a non-profit making voluntary organisation where membership is open.
- 3 Organisations can normally expect only one award per financial year.
- 4 An organisation which has applied for and received funding in consecutive years should **not** automatically assume that funding will continue. Each application will be treated on its merits.
- 5 Applications will usually be considered to assist with capital items or 'one off' costs which will be of benefit to the Ilkley Parish and its inhabitants.
- 6 Awards will not usually be made for routine running costs.
- 7 Awards may be used to complement other sources of funding (e.g. Sports Council, Arts Council). The Council expects organisations to make every effort to be self-supporting and will favour awards where other funding/fundraising has been sought and/or secured. A statement of the financial affairs and fundraising activities already undertaken should be provided.
- 8 The purpose of the award should not contravene Council policy guidelines in areas of equality of opportunity.
- 9 Awards may not be granted for activities that could be reasonably expected to be funded from membership subscriptions.
- 10 Awards may not be granted for activities that could be reasonably expected to be funded from other sources – both private and statutory.
- 11 Awards cannot be used to fund religious, political activities or to support a particular lobbying activity.
- 12 Retrospective applications for awards are not allowed.
- 13 Please note that Ilkley Parish Council will **not** make awards to applicants in order that they can then make donations in the name of the applicant, e.g. a local group formed to raise funds for, say, a national charity, may request funds for a capital item for the local based group, but ultimately the funds raised go to the national charity in the name of the local organisation.

APPLICATION FORM

1	Name of organisation:
2	Contact name to whom all correspondence should be sent: Name Address Tel Email
3	Amount requested: £ _____ <i>Please attach at least one quote – although a second quote may be requested, where appropriate.</i>
4	<ul style="list-style-type: none">• Name of organisation to whom a cheque should be made payable: • Names and address of bank, account number, sort code: <i>To qualify for consideration of an award your organisation must hold and maintain a current bank account.</i>
5	Please supply the following, where appropriate: <ul style="list-style-type: none">• Copy of your organisation's memorandum and articles of association• Constitution• Registered charity number/company number
6	What are the aims and objectives of your organisation?

7	<p>Description of scheme/project for which assistance is requested: <i>(use a separate sheet if necessary)</i></p> <p>What is the total cost of the proposed project?</p>
8	<p>Please supply details/figures in respect of the following, where appropriate:</p> <ul style="list-style-type: none"> • Admission charges • Fundraising • Subscriptions
9	<p>Please supply details/figures in respect of the following, where appropriate:</p> <ul style="list-style-type: none"> • Profit • Turnover • Savings/assets <p>Please also supply/attach a copy of your organisation's most recent audited accounts.</p>
10	<p>Estimated expenditure for year:</p>

11	Approximately how many local people do you expect to benefit from this award?
12	Approximately what proportion of your organisation's membership is resident in the Ilkley Parish?
13	What other awards/grants have been obtained in the last three years? e.g. Sports Council, Arts Council, local authority etc
14	Have you applied to other funding bodies, including Area Panels, regarding this current application? (if yes, please specify) If no, what other efforts have been made to raise funds?
15	Please attach any additional information you may think appropriate, e.g. year of formation, headquarters, facilities/grounds used, planning permission details, last balance sheet/audited accounts. If the group is being set up or has been running for less than a year, applications must include one business and one personal reference.
16	SIGNATURE OF APPLICANT: Date: