

# Blackbird Leys Parish Council

## Guidance for Small Grant Applications

### Introduction

Blackbird Leys Parish Council recognises the valuable contribution community and voluntary groups make to our community, and an important way we can support local groups in this work is through grant funding.

### Key Strategic Aims

The parish council has key strategic aims and we welcome applications from groups and organisations that contribute to -

- 1) Representing the local community.
- 2) Delivering services that meet local need.
- 3) Improving the quality of life in the community.
- 4) To contribute toward community wellbeing.

Via the grants programme we can widen the scope and ability to meet local needs and achieve these aims. We want impact to continue to include:

- Developing and expanding volunteer delivery of a wide range of key community services, such as support for isolated older people, children's activities, youth provision and support for others who may be marginalised in our community.
- Making a real difference to our community and improving the quality of people's lives and their life chances.
- Funding organisations who are helping vulnerable members of our community to make life changing choices, learning new skills and supporting them getting into employment.

### How we award small grants

We operate a two-system grant awarding scheme, guidance for our 'large grant awards' for funding requests between £501 - £2, 500 is available on our website –

[www.blackbirdleyparishcouncil.gov.uk](http://www.blackbirdleyparishcouncil.gov.uk)

### Small Grant Awards

- You can apply for a grant between £100 - £500 by completing our 'Small Grant Award' application form, this is open all year round.
- The criteria will be assessed using our key strategic aims.
- Successful applications will have the award paid in full, and in advance.
- All groups that are successful and awarded a grant will be able to use our logo.
- An evaluation report will need to be submitted at the end of the project to provide an update on the project success, and to be able to reapply.

### What we will consider funding

- Projects that aim to meet the needs of The Leys and contribute to the wellbeing of our community.
- Projects that meet the basic requirements outlined below;
  - Demonstrate financial sustainability.
  - Eligible costs can include volunteer training, room hire, and material costs.

### What we will NOT consider funding

- Anything political (including promotion or activities).
- Retrospective funding.
- Individuals, funds cannot be paid to individuals.
- Projects where there is a commercial gain.
- Projects that do not primarily benefit The Leys residents.

### How to Apply

To apply for a small grant, you will need to complete a 'Small Grant Application Form' and submit to the Parish Clerk.

The application form can be obtained by

- Contacting the Parish Clerk at [clerk@blackbirdleyparishcouncil.gov.uk](mailto:clerk@blackbirdleyparishcouncil.gov.uk) or 0778 304 3481.
- Downloading from our website [www.blackbirdleyparishcouncil.gov.uk](http://www.blackbirdleyparishcouncil.gov.uk)

### Declaration and additional documents to enclose

- Please complete the declaration by ticking the box, and by providing your name, position in the organisation and date.

Make sure that you have the following documents to send with your application:

1) Have taken a copy of the application form for your own records
2) Have included a copy of your Constitution, if you have one, or a statement of your aims and objectives
3) Have attached a copy of your recent accounts
4) 3 month's bank statements or copy of your credit union account book <i>Bank statements are to be no more than two months old.</i>
5) Have attached any other information or publicity which will support your application.

### Permissions

- From time-to-time we may want to share information with other grant giving and other relevant bodies, please tick this box to show you understand and agree to this.