**KILMINGTON COMMUNITY ASSOCIATION**

**Grant Awarding and Assessment Procedure**

**Introduction**

The Community Association does allow for grant funding requests in its budgeting. However, the funds available for this purpose are primarily intended for the benefit of the parishioners of Kilmington. The Association is financially accountable for the use of these funds and the attached application form is to ensure that your request targets the wider benefit to Kilmington residents and that the money is well spent and the project is financially sound.

A grant is any payment or gift made by the Kilmington Community Association to an organisation for a

specific purpose that will benefit Kilmington Parish, or the residents of the Parish. The grant must be “in the interests of, or will directly benefit, the parish or its inhabitants, or of part of it, or some of it” and “the direct benefit should be commensurate with expenditure”.

The Kilmington Community Association awards grants, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve these objectives of the Association:

* hold and support local community activities that provide benefit to Kilmington and improve the quality of life of Kilmington residents (e.g. creating new social, educational or sporting events, purchasing new or replacement equipment for village groups, etc.)
* help build a stronger community
* support groups that help individuals to build their skills, confidence and overall well-being
* sustain and improve the amenities, facilities and environment of Kilmington

**The Community Association WILL NOT award grant funding for:**

* The sole benefit of private individuals (e.g. individual sponsorships, etc.)
* Commercial organisations
* Purposes for which there is a statutory duty upon local or central government departments to fund or provide
* “Upward funders” i.e. local groups where fund-raising is sent to a central HQ for redistribution without providing any prior benefit directly to Kilmington or Kilmington Residents
* Political parties.

This list is not exclusive and may be added to at the Association’s discretion.

More than one application can be submitted for consideration at any one time. However applications must be for different projects.

Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year.

Grants will not be made retrospectively.

**KILMINGTON COMMUNITY ASSOCIATION GRANT APPLICATION FORM**

**Application Procedure**

If you would like to discuss your request before completing the application, contact a committee member who will be pleased to give you guidance. Please complete the attached grant request and submit the completed form with the supporting documents/information to the Kilmington Community Association, either by email: [community@kilmingtonvillage.com](mailto:community@kilmingtonvillage.com) or hard copy.

Throughout the application please supply any additional information, supporting documents such as estimates, quotes and accounts that you think will help in the consideration of your request. If your request is for a new organisation some areas may not be relevant, so leave blank.

**Name of Organisation**

**Named point of contact**

**Position in the organisation**

**Telephone number**

**Email address**

**Is the organisation a registered charity?**

**If so, the registered charity number?**

**Have you requested a grant from the Kilmington Community Association before?**

**What are the aims / objectives of your organisation?**

**Number of members that belong to your organisation?**

**The number of, or percentage of the members that live within Kilmington Parish?**

**Outline of the Project for which the grant is required. What it aims to do and specifically how will you spend the grant.**

**How will Kilmington parish and parishioners benefit from the project?**

**Amount requested from Kilmington Community Association? £**

**When do you need the funds?**

**Is the amount requested the total amount for the project? Yes / No**

**If not what are the total funds needed for the project overall? £**

**How do you propose to raise any additional funds and have funds been requested from other sources? Please give details:**

**If your organisation has financial accounts, Please supply a copy of the last year’s accounts. If accounts are not provided, please advise why not?**

**Signed on behalf of the organisation …………………… Date………………………**

**Name………………………… Position………………………………….**