

DRAYTON (ABINGDON) PARISH COUNCIL
APPLICATION FOR FUNDS
– Accompanying Notes

The grant application form should be completed for all funding requests to Drayton (Abingdon) Parish Council.

General Guidelines

The Council will take the following factors into consideration when assessing applications:

- 1) The number of Drayton residents who will directly benefit from the project.
- 2) Whether the proposed project will provide indirect benefits to the wider community.
- 3) The history of the organisation applying for funds, specifically regarding:
 - i) the aims of the organisation
 - ii) how it provides wider benefits to the community
 - iii) the organisation's financial situation and long-term viability
 - iv) the number and proportion of members who reside in the Parish
 - v) the organisation's success in obtaining funds from elsewhere
 - vi) whether the organisation has previously had a grant from the Parish Council
- 4) The organisation seeking funds should usually be able to demonstrate that it is able to make a sizeable contribution to the cost of its project. The Council will therefore wish to know what proportion of the cost the applicant plans to meet from its own funds or from fund-raising activities.
- 5) The Council will only provide grant funds if it is satisfied that:
 - i) the total sum secured or applied for is sufficient to meet the estimated costs; and
 - ii) the project will be properly managed
- 6) The Council will not be responsible for meeting expenditure that exceeds the approved costs, and the value of voluntary labour can not be included as co-funding.
- 7) The Parish Council contribution should be acknowledged in any publicity.
- 8) The Council will not normally grant funds for relatively minor repairs, maintenance/running costs, or consumables.
- 9) Upon project completion, a brief report (typically 1 page) should be sent to the Parish Council to confirm what was achieved and who it benefited.