



Addingham Civic Society Community Fund

Application Form

Guidance Notes: *Please read the guidance notes overleaf before completing the application.*

Please underline the grant you wish to apply for.

Three Year One Year Individual Bursary

Contact Information:

Name of lead person
Correspondence address

Email address:
Telephone:

Information about the applicant

Name of Applicant. Organisation, Group or Individual

Name/Contact of the supporter for the One Year Bursary (See notes)

About the need for funds

Proposal

Potential benefit to the recipient

Potential benefit to the community.

Finance

Amount required
Details of costs

Bank Account name, number, sort code

Timing

Projected time scale for project
Start – Finish.

Applications to be returned to:

Hard copy to: Mike Williams, 21 Sidebeck Road, Addingham LS29 0TU
or

Electronic copy to: treasurer@addinghamcivicsociety.co.uk

Reporting

I agree that a concise report will be provided for ACS at the end of the year. (See Guidance notes). Yes
ACS reserves the right to publish the report in the ACS Newsletter and/or Village Newsletter

Acknowledgements: I agree that ACS will be acknowledged in any advertising or published material. Yes

Signature:

Date:

Signature of Supporter:

(See Guidance Notes) **Date:**

ACS Community Fund

Application Guidance Notes

Purpose

The purpose of these grants is to benefit the village and its residents.

- The use of the grants is to benefit the widest possible range of groups and activities, both existing and new.
- Applications may be submitted for an amount up to that specified for any purpose that will benefit the village and its residents.

Types of Grants

There are 3 types of grants.

- The three year grant
Up to £500 per year for three years
- The one year grant
Up to £500 for one year.
- A one year bursary for an individual
Up to £500 for one year.

Eligibility

- Applicants should reside in, or be based within the Parish Boundary.
- Applications for the three and one year grants are open to clubs, societies, organisations, households and groups.
- The one year bursary is open to individuals. If the individual is under the age of 18 he/she must be supported by an adult or recognised group. On completion of an individual bursary ACS would be pleased to provide a reference or evidence of a successful outcome.
- Any group or individual may only apply for one grant per year.

Finance

- Funds may be requested for start up, equipment, running costs, expenses, advertising, training, health and safety. If other please specify in the application.
- Applications are not acceptable when judged to be for payment of salaries, political or commercial use.
- Receipts and records must be available on request.
- The recipient must have access to a bank account.
- For groups and societies, the applicant may be asked to provide their latest financial statement.

Process

- Complete the application form online or in hard copy and return electronically or hard copy as shown on the application form.
Please continue on the back of the form if more space is required.
- Where the applicant for a one year bursary is under the age of 18 he/she is encouraged to complete the application themselves.
- Applicants may be invited to meet the Grants Committee to discuss their application.
- All applicants will be informed of the outcome of their application.
- All decisions by the Trustees are final.

Reporting

- The applicant will be asked to provide a concise report at the end of the year. The report may include illustrations.
- For the three year projects, a short progress report will be requested annually.
- ACS reserve the right to publish the reports in their newsletter and in the Village Newsletter.

Acknowledgements

- The Society requests to be acknowledged in any advertising or published material that relates to the grant.