

Abbotts Ann Parish Council Funding Request Form

Project Title	
Date	
Requesting Group	
Corporate Entity	Charity/Limited Company/Informal Group <i>(delete as applicable)</i> Other: <i>(please specify)</i>
Description of project	
Benefit of project	
Total cost	
Requested contribution	
Other sources of funding contributing to the project	
Who reviews or audits your finances? When were they last audited?	

Once completed please send to the Abbotts Ann Parish Clerk (abbottsannparishcouncil@gmail.com) who will confirm on which agenda this will be presented to the Parish Council for consideration.

Please refer to notes overleaf.

Notes for making a request

1. Abbots Ann Parish Council encourages projects that enhance the wellbeing of the community through providing additional services or protecting existing groups.
2. Generally, we would expect to provide a portion of the costs, with the requesting group providing the remainder. The maximum we will usually provide is to match funds provided by the requesting group.
3. We encourage groups to seek other sources of funding, HCC and TVBC both have voluntary group funding available. The formula usually requires HCC, TVBC, AAPC and the requesting group to provide a specific portion of the funds.
4. It is unlawful for the Parish Council to run a profit making business therefore we prefer to avoid providing 'operational' costs, these are the costs that are required to simply keep a group running. Occasionally we may consider support for groups that have a short term lack of funds to ensure the group continues to run.
5. Although the points above provide general advice, the Parish Council prefers to have a flexible approach to determining whether to fund each request. Each request will be considered on its merits.
6. You may wish to attend a Parish Council meeting to outline the proposal before making a formal request to both ensure a meeting of minds and potentially identify other sources of funding.