

**Acton Burnell, Frodesley, Pitchford, Ruckley & Langley
Parish Council**

**Lightsource Community Benefit Fund
Information and Application Forms**

INTRODUCTION

The 'Community Benefit Payments', received annually from Lightsource Renewable Energy Ltd., in respect of the two solar farms located within the Parish Council area, are set aside in a separate account to provide funding for community developments and clubs, groups or organisations based within the Parish.

The Fund is administered by the Parish Council (the Administrators) which includes councillors from each of the four areas served by the Parish Council; Acton Burnell, Frodesley, Pitchford, Ruckley & Langley (ABFPR&L)

Applications will be reviewed and determined at Parish Council meetings which are held on not less than four occasions each year.

Local clubs, societies and organisations are invited to apply for assistance to develop and achieve their respective aims and objectives. The purposes and activities of the club, society or organisation, must be of direct benefit to the community represented by the ABFPR&L Parish Council and must comply with prevailing legislation.

Grants will not be made to individuals or national charities and duplication of funding streams will be avoided. Therefore, consideration will not normally be given to applications where funding provision for a particular type of activity is already being made.

HELP AND INFORMATION

If you wish to make a grant application please contact the Clerk,

Telephone: 07842 324809

Email: clerk@actonburnellparishcouncil.org.uk

Acton Burnell, Frodesley, Pitchford, Ruckley & Langley Parish Council

SMALL GRANTS SCHEME (SGS)

The SGS is available to local groups and organisations for grants of £500 or less. It is envisaged that funding will be used to assist with meeting the cost of room hire, the purchase of small equipment items, etc.

- For single, lump sum grants, an upper limit of £500 is applicable per grant application.
- For regular grants, e.g. room hire, a limit of £60 per month will apply for a maximum of six months, after which continued funding will be reviewed.
- An application form (Appendix 1) must be completed in full.
- A decision on an application will normally be made within two calendar months of its receipt.
- Successful applicants must be prepared to participate in any publicity requested by the Administrators.
- Successful applicants must provide a brief outline of the outcomes and benefits to the community, within six months of receiving the grant monies. Failure to comply may result in rejection of future applications.

LARGE GRANTS SCHEME (LGS)

The LGS is available to local groups and organisations for grants of over £500. The Administrators prefer applications for assistance with capital funding needs rather than revenue costs (wages, salaries etc.).

- Applications will be considered for grants of over £500 and will be assessed to ensure compliance with the objectives of the Fund.
- An application form (Appendix 2) must be completed in full and should be supported by information about the organisation, a copy of its constitution and a recent statement of accounts.
- No application will be considered without supporting financial information.
- Matched funding will normally be required but, in exceptional circumstances, this stipulation will be waived.
- The Administrators will expect to see evidence of investigation into alternative funding sources and details of funding or promises secured from other national and local sources.
- Revenue funding, if agreed, may be time limited and should not therefore be budgeted by any organisation on an annual basis.
- Successful applicants must be prepared to participate in any publicity required by the Administrators.
- Successful applicants must provide a brief outline of the outcomes and benefits to the community, within six months of receiving the grant monies. Failure to comply may result in rejection of future applications.

**Acton Burnell, Frodesley, Pitchford, Ruckley & Langley
Parish Council**

Appendix 1

**LIGHTSOURCE CHARITABLE FUND
APPLICATION FOR FINANCIAL ASSISTANCE
SMALL GRANT SCHEME (UP TO £500)**

1. Name of Organisation:

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2. Details of Officers:

	CHAIRMAN	SECRETARY	TREASURER
NAME			
ADDRESS			
TEL			
E MAIL			

3. Organisation.

Please tick the categories that best describes your organisation:

- Group of Individuals
- Registered Charity. Registered Charity Number _____
- Society or Club
- Society or Club with Adopted Constitution
- Company Limited by Guarantee
- Local Branch of a National Organisation
- Limited Company
- Other. Please Specify _____

**Acton Burnell, Frodesley, Pitchford, Ruckley & Langley
Parish Council**

4. Your Aims and Objectives:

Briefly detail the Aims and Objectives of your organisation.

5. Where applicable, please provide approximate membership numbers and subscription income.

6. Describe the details of your project and financial support you require. Please enclose quotations or estimates of cost.

7. Who are the project beneficiaries?

8. Funding

Grant requested

£

Previous grant awarded (if applicable)

£

**Acton Burnell, Frodesley, Pitchford, Ruckley & Langley
Parish Council**

Please detail other sources of funding received or being sought.

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9. Details for payment by BACS

Account name	
Sort code	
Account No.	

10. Declaration by the Applicant

<i>I declare that to the best of my knowledge the information given on this application form and any supporting material is correct.</i>	
Signature of the Applicant	
Date	
Name and Title	
Position held in the Organisation	

**Acton Burnell, Frodesley, Pitchford, Ruckley & Langley
Parish Council**

Appendix 2

**LIGHTSOURCE CHARITABLE FUND
APPLICATION FOR FINANCIAL ASSISTANCE
LARGE GRANT SCHEME (OVER £500)**

1. Name of Organisation:

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2. Details of Officers:

	CHAIRMAN	SECRETARY	TREASURER
NAME			
ADDRESS			
TEL			
E MAIL			

3. Organisation:

Please tick the categories that best describes your organisation:

- Group of Individuals
- Registered Charity. Registered Charity Number _____
- Society or Club
- Society or Club with Adopted Constitution
- Company Limited by Guarantee
- Local Branch of a National Organisation
- Limited Company
- Other. Please Specify _____

**Acton Burnell, Frodesley, Pitchford, Ruckley & Langley
Parish Council**

4. Your Aims and Objectives

Briefly detail the aims and objectives of your organisation and how it is structured and managed (or provide a copy of your constitution)

5. Where applicable, please provide approximate membership numbers and subscription income.

6. How long has your organisation been in existence?

7. Describe your project and how the grant will be used

**Acton Burnell, Frodesley, Pitchford, Ruckley & Langley
Parish Council**

8. Who are the project beneficiaries?

9. Please give details of any groups or organisations linked to your project and any consultations that have taken place.

10. Funding

Grant requested

£

Previous grant awarded (if applicable)

£

Please detail other sources of funding received or being sought.

**Acton Burnell, Frodesley, Pitchford, Ruckley & Langley
Parish Council**

11. Details for payment by BACS

Account name	
Sort code	
Account No.	

12. Attachments

Attached are:

Statement of accounts for the last financial year	Yes/No
Two latest bank statements	Yes/No
Constitution	Yes/No

**Acton Burnell, Frodesley, Pitchford, Ruckley & Langley
Parish Council**

13. Declaration and Contract

I confirm that the organisation named on this application has authorised me to sign this agreement and to act on their behalf.

I certify that to the best of my knowledge the information given in this application is true and accurate.

We agree to use the grant only for the purposes set out in 7. above.

We shall acknowledge this grant in our accounts and will spend the grant within twelve months of receipt.

The Administrators (Parish Council) reserve the right to request repayment of any grant awarded:

- if we breach the terms of this contract
- if we have submitted any dishonest or misleading information as part of this application
- if we cease to exist, become insolvent or enter into administration, receivership or liquidation.

We agree to these terms and conditions until the grant is spent in full.

Signature of applicant: _____

Name in full: _____

Position in organisation: _____