

Stourton Memorial Hall – Small Grants Scheme

Introduction

The Stourton Memorial Hall (registered charity no. 265188) is in the heart of Stourton. It was originally set up to provide “*a village hall for the use of the inhabitants of the parish including use for meetings, lectures and classes and for other forms of recreation and leisure time with the objective of improving the conditions of life for the inhabitants*”. Today it provides an excellent facility for local people for a wide range of activities and meetings and is available to book by anybody at a charge. We are fortunate that the Hall generates a modest surplus that can be made available through a grant scheme to further the objectives of the charity. Below are details of how you might apply for a grant.

Who can apply?

We welcome applications from anyone regardless of whether they live in the parish or not as long as the grant is used for the ***benefit of the residents of the parish***. A map of the parish is available at the end of this form.

We welcome applications for grants from all sections of the community and decisions are made having regard to our available funding levels, how the use of the money meets our objectives and never on grounds of age, race or gender.

What we can fund?

As long as your application shows that the money meets the main objective of benefitting the inhabitants of the village we can fund a very wide range of projects and activities. Generally we expect applicants to make some contribution towards their overall costs. This can be from other funding sources such as grants or through fundraising. We will consider providing full funding for certain projects if they show that they can make a significant impact on the residents of the parish.

Examples of the types of things we can fund are:

- Grants for people with welfare or medical needs, including costs towards the purchase of equipment or transport
- Grants to assist people with the cost of training courses that improve their chances of employment.
- Grants that would support the purchase of equipment or activities for schools and educational organisations providing opportunities which the pupils wouldn't otherwise have from core funding.
- Grants to provide opportunities for education, charity work, advancement of personal skills and training for young people.
- Grants for costs towards purchase of equipment, special clothing, transport costs etc. to enable people to carry out vocational courses

These are only example and we will consider any application that meets our main objective of benefitting the residents of the Parish of Stourton.

How much do we fund?

Generally we will provide funding for activities or projects of between £500 and £1000. Smaller amounts can be considered and occasionally we may fund above this level if the project meets our objectives and funds are available in that year. We can provide funding that contributes to a larger project as long as it meets our objectives.

When you can apply

You can apply for a grant at any time but all applications for a given funding year will be considered by the Hall committee in June. In 2017 applications need to be received by no later than 15th May to be considered at the June meeting. Decisions made at the June meeting will normally be communicated to applicants within two weeks of the meeting date.

Information to help with your application

All requests for a grant must be submitted on our application form attached together with any supporting information you consider helpful.

A letter of acknowledgement will be sent normally within two weeks. If your application is in an unacceptable form, is ineligible or we require further information we will explain this in the letter.

Grants are discretionary and subject to level of funds available. There is no entitlement to a grant and all cases are assessed on an individual basis. The Hall committee members' decision is final. On completion of the project we will require you to show how any grant funds have been spent (bills, photographs etc).

Completing the application form

The application form to complete is the last 3 pages of this form. We would strongly recommend that you keep a copy for your own records.

Please note, we will not process your application unless you answer all the questions and attach all necessary supporting documentation. Please write clearly.

The information you give is required to help us to decide if a grant can be offered.

Please send the completed and signed application form together with ALL supporting documentation by POST to: **SMH Grant Application, Richard Higgs, 58 Top Lane, Stourton, Warminster, Wilts, BA12 6QA.**

Alternatively you can request an electronic copy by emailing Richard Higgs below and submit your application by email. Please sign and scan a copy of the last page.

Need further assistance?

If you would like to discuss your application prior to submission please contact Richard Higgs on 07789 503566 or email Richard.higgs@nationaltrust.org.uk

The application form is on the next 3 pages

Stourton memorial Hall (Regd Charity 265188) - Application for a Grant

Applicant Details

Title :

Surname:

Forenames:

Address:

Postcode :

Telephone No.

Email:

Describe what you need the funding for

Please include how you will deliver your project, what you hope to achieve and how you will monitor success and evaluate what you have done. Please ensure that the project is meeting the main objective given in the grant details – that is to benefit the residents of the Parish of Stourton.

Costs

Please provide the full costs of your project, any other funding and sources and how much you are asking for.

What is the full cost of your project?			
How much are you asking for from the SMH?			
If you are not asking for the full project cost how much have you raised as of the date of this application?			
If you are not applying to The SMH for full project costs, please list the other sources of funding you have already secured above, and/or those you have applied for and are awaiting a decision:			
Funding source	Amount applied for	Date decision due	Outcome – have you received a decision, if so, how much were you awarded?

When will your project take place?

Please let us know when your project will take place and any further details of phases of different parts if relevant.

Start date:

End date:

Further information on the phases of your project, i.e. are there key parts happening at different times?

Please explain what evidence you will provide after the project has ended to show how any grant funding was spent.

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Declaration

To the best of my knowledge the information provided in the form is correct. The SMH committee reserve the right to request further information if required to assess your application.

Signed by applicant.....

Date:.....

Application process

Please send the form with any supporting information to:

SMH Grant Application, 58 Top Lane, Stourton, Warminster, Wilts, BA12 6QA

Or email to: Richard.higgs@nationaltrust.org.uk. Title the email **SMH Grant Application**

We will write to you normally within 2 weeks to acknowledge receipt and request any further information if required. The application will be considered at the June meeting if received by 1st April before this at the latest.

Map of the Parish for information

