**Carew Community Council**

 **Small Grant Aid Procedure Introduction**

 Carew Community Council has an amount of money set aside in its budget each year to enable it to give grants to local organisations.

**When can you apply for a Grant.**

The Community Council considers Small Grant Applications in May and November of each year at Council Meetings held on the 2nd Wednesday of the month.

**How do you apply for a Grant?**

Anyone wishing to apply for this specific grant funding of up to £200 must complete the Small Grant Application form which is published on the Community Council website – Carewcommunitycouncil.gov.uk. Completed forms should be provided to the Clerk at least 7 working days prior to the meetings in May and November. These applications will then be considered by the Community Council at the meeting. Applicants will be notified of the outcome of specific applications within 14 days of the meeting.

**Who can apply for a Grant?**

Any organisation may apply for a small grant; however, any grant application must relate to activities carried out by a local organisation for the benefit of people living within the electoral boundary of Carew Parish. Under legislation the Community Council is not permitted to award grant funding to an individual.

**What happens if a grant is awarded?**

 All grant recipients will be required to provide evidence of expenditure from the grant awarded.

Mrs Stephanie Hatton

Clerk/RFO

43 Barletts Well Road

Carew Park Sageston

Tenby
Pembs

**Carew Community Council**

**Small Grant Application Form**

 Carew Community Council has the power to donate small grants to local good causes which deliver direct benefit to the inhabitants of Carew Parish. The grants are payable to organisations only, and not directly to individuals. Small grant applications are considered in May and November at full Council meetings. Completed applications must be with the Clerk 7 working days before the relevant month. Please note that the grant amounts envisaged are up to £ 200 per organisation, all grant recipients will be required to provide evidence of expenditure from the grant awarded. Please answer the questions as fully as possible and ensure that your application form is returned to Carew Community Council Clerk, 43 Bartletts Well Road, Carew Park Sageston or email to edwards956@btinternet.com

**Name of Organisation:**

**Contact Name:**

**Contact Address:**

 Post Code:

**Email Address**:

Please tell us about your organisation: (What your organisation does, and how it does it).

Is your organisation a registered charity: YES / NO

If YES, please supply your Charity No:

**Please tell us about the purpose of your grant:** (Please note: Grant requests should be tied to a specific activity or purpose, not a contribution to the general running costs of your organisation)

**Total Cost of activity for which a grant is being sought:**

£

 **Amount sought from Carew Community Council:**

What other means of fundraising is your organisation doing to fund your activity or project? (Additional fundraising is not essential, but the Community Council would like to see evidence of a commitment to raising the desired funds by other means, where appropriate)

Signed:

On Behalf of:

Date:

**Privacy Notice for Grant Applicants**

Carew Community Council is the Data Controller under the new data protection law and will use the information you provide on this form in order to contact you about your grant application. If you are an organisation or a group, the legal basis for processing this data is the necessity for compliance with a legal obligation to consider your grant request. If you include any personal details on this grant request on behalf of an organisation or group, the legal basis for processing this data is your consent to do so. You can withdraw your consent at any time by notifying us. Our contact details to do so, or for any other queries, are Carew Community Council, 43 Bartletts Well Road, Carew Park, Sageston. We will keep your data for six years if your grant application is successful and for six months if your application is turned down plus the current financial year, which runs from 1st April to 31st March. Your information will not be shared further.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner’s Office <https://ico.org.uk/>

 Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at carewcommunitycouncilgov.uk

You can contact the Community Council at 43 Bartletts Well Road, Carew Park, Sageston.

If you agree to Carew Community Council using and retaining your personal information contained on the grant from above to consider your grant application, please tick the boxes below:

 **Name**

**Address:**

 **Email**

 **Phone:**

**DATED:**

**Signed:**