

# Luxulyan Parish Community Fund Committee Application Form & Guidelines



## Guidelines

1. Eligible organisations for the Luxulyan Parish Community Fund (LPCF) are local non-profit groups, clubs, associations and organisations that serve Luxulyan parishioners. Grants will not be awarded for promotion of political or religious views.
2. You must explain and/or evidence how many Luxulyan parishioners benefit from your organisation or project.
3. You must have an organisational bank account or have permission from another local organisation to use theirs.
4. The grant project must begin within 6 months of approval.
5. Grants will not be considered for projects that have already been completed.
6. Grants will be limited to one per organisation per year unless there is justification for a second grant. LPCF's grants are usually between £250 and £5,000.
7. Recipients of grants in excess of £200 must provide a written report of how the grant money is used within 12 months of approval of the grant. The written report may take the form of an annual report for the Parish Meeting, or a set of accounts which clearly identifies the manner of spending.

The written report or set of accounts must be deposited with the clerk of the council and hence becomes a document liable for inspection by the general public under the Local Government Act 1972, sec 228.
8. If the grant is not spent within 12 months, or within the reasonable time expected for the project, the funds must be returned.
9. You must provide to the Clerk:
  - a. Completed Application Form
  - b. Most recent end-of-year accounts
  - c. Bank statement under three months old
10. The committee may ask for further documents or clarification.
11. The decision of the Luxulyan Parish Community Fund Committee is final.
12. The Luxulyan Parish Community Fund Committee is a committee of Luxulyan Parish Council. The Clerk will advise applicants when the committee will meet. The applicant(s) is welcome to attend the meeting and may speak on behalf of their application.
13. The LPCF Committee would appreciate acknowledgement of the grant funding in advertising or promotional material about the activities/project made possible by the Fund. For use of the LPCF logo, contact the Clerk.

## Contact details

Clerk to the Parish Council, Mrs Christine Wilson  
clerk@luxulyan-pc.gov.uk  
01208 831283 | 07543 427141

## APPLICATION FORM

1	Name of Group or Organisation	
2	Contact person. Email and telephone.	
3	Postal address	
4	Is the Organisation a Registered Charity?	If yes, charity number:
6	Amount of grant requested	£
7	For what purpose or project is the grant requested?	
8	What will be the total cost of the above project?	£
9	If the total cost is more than this grant, how will the rest be financed?	
10	Have you applied for another grant for the same project? If so, which organisation and how much?	£
11	Who will benefit from the project?	
12	Explain or evidence how many beneficiaries of this project will be Luxulyan parishioners.	

You may continue on a separate sheet of paper and submit any other information which you feel will support this application.

Please tick if there are other pages: ☐

Year-end accounts: ☐

Bank statement under 3 months old: ☐

**We agree to comply with the guidelines of the Luxulyan Parish Community Fund.**



Signed.

Date:

Printed name:

Organisation:

Please do not write below this line. Thank you.

LPCF 1	Granted  Amount	<input type="radio"/> Yes <input type="radio"/> No  £  Date: Minute:
LPCF 2	Statutory Power	
LPCF 3	Date at which the report or accounts are expected  Next Annual Parish Meeting	Date:  Date:
LPCF 4	Other comments	
LPCF 5	Refused  Reasons for refusal	