

OPRA

GRANT APPLICATION FORM

This form will be submitted to the OPRA Committee to assist members to make a decision in relation to your application for a grant. OPRA is a registered charity (N0 1124017) and is required to conduct its affairs, including financial accountability in an open and transparent manner. In order to meet this requirement grants or donations will only be made after the successful completion of this form and a proper consideration by the Committee. The decision of the committee is final. If your application is refused you will be given the reason for the refusal in writing.

Name of Group/Organisation requesting financial support	
Registered Charity	Yes \ No
If yes, Charity number	
Contact name	
Position within the organisation	
Contacts address	
Telephone number	
Email address	
Name on bank account (for cheque payments)	
Brief description of the group/organisation and its aims	
Brief description of the project for which you are making this application	
If this application is for a grant of money, please state how much	

What is the total cost of this project?	
Have you applied, been promised or received Grants/Donations from any other sources for this project? If so who?	
Special or other considerations	

Please return completed form to the OPRA Secretary Ann Leathwood, 32 Nursery Close, Combwich.

Grant Awarding Policy

1. It is a condition of any grant application that the group or project must bring direct benefit to the residents of Otterhampton Parish.
2. All the questions on the application form must be answered
3. Applications must be made at least 28 days before the money is needed and cannot be made retrospectively.
4. The scheme provides start-up awards for new as well as existing organisations and applications will be considered for day to day running expenses and individual projects.
5. For applications for grants of £50 or less (including printing of posters and leaflets etc.) a letter or email will suffice and applicants will not have to complete this form.
6. Applications **WILL NOT** be considered from:
 - Organisations intending to support or oppose any particular political party or to discriminate in any of the ways defined by the Equality Act 2010.
 - Private organisations operating as a business to make a profit or surplus.
 - Upward funders, i.e. local groups whose fundraising is sent to central HQ for redistribution.
7. Any grant awarded must only be used for the purpose it was awarded unless the written approval of OPRA has been obtained in advance for any change of use of the grant monies.
8. OPRA reserves the right to request further information it deems necessary to assist the decision making process. Account will be taken of the amount and frequency of previous awards
9. The size of the grant, if any, is at the sole discretion of OPRA.
10. OPRA reserves the right to refuse any grant application which is considered to be inappropriate or against the objectives of OPRA