**GREAT BOUGHTON PARISH COUNCIL**

**GRANT AWARDING POLICY 2024/25**

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| --- | --- |
| **Who can apply?** | Voluntary and community groups and organisations within the Great Boughton Parish Council geographical area. |
| **What can it be used for?** | * To enable local people to participate in voluntary groups and activities * To help the area’s voluntary and community groups to improve the impact on the community * To ensure the provision of services, needed by the residents of the Great Boughton parish, via the voluntary sector * To support organisations which meet the needs of people experiencing social and economic difficulties * To ensure that there is equality of access and opportunity for all Great Boughton residents to the services it provides and funds * To improve or enhance the local environment |
| **What/who is excluded**  **from the grant scheme?** | * Organisations that do not provide a service to the community in Great Boughton * General national appeals or charities * Statutory organisations to replace funding for core activity * Political groups or activities promoting political beliefs * Religious groups or the promotion of religious beliefs * Arts & sports projects with no community or charitable element * Retrospective applications |

|  |  |
| --- | --- |
| **How often can the same organisation apply for grant?** | Not more than once for the same project or activity in the same financial year |
| **General Principles** | * Assistance will be given on the basis of need, merit and contribution to the local community and availability of funds * Applicants must clearly show how any assistance given will benefit the people living in Great Boughton or will benefit the environment of the area * There can be no presumption that funding will continue on a year to year basis * Where applicable the Council should be given credit for supporting the project * Payments can only be made to organisations or partnerships not to individuals * The Council reserves the right to see the organisations accounts and may require supplementary information to support the application * Payment will be made in advance to assist in the project delivery, but any unspent monies must be returned to the Council |
| **Process** | * All applications must be made on the Grant Application Form |
|  | * All applications will be considered first by the Council’s Community Engagement Sub Group and then referred to the Executive Sub Group and full council for a decision |
|  | * Applicants will be advised in writing which Parish Council meeting will consider the application and will be advised within 5 days of the meeting of the success or otherwise of the application |

**GREAT BOUGHTON PARISH COUNCIL**

Small Grants Application Form

Section 1:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project title:** | | Refurbishing flooring at Vicars Cross Community Centre |  |  |
| **Organisation’s Name:**  **Applicant’s Name:**    **Address:** | | Vicars Cross Community Centre  Claire Smith  Vicars Cross Community Centre Thackeray Drive  Chester CH3 5LP |  |  |
| Telephone | Mobile 07861041795 | e-mail  vxcc@greatboughtonparishcouncil.gov.uk |  |  |

Section 2:

**Project Description:**

*Please set out what your project aims to achieve as clearly as possible – you may continue on a separate sheet if necessary ;*

*We need to renew the flooring in the Entrance hall and the floor in one of the office spaces , The Oldfield Room, in the community centre.*

***Entrance Hall***

*The tiles are old, chipped and marked. We would like to replace them because;*

* *aesthetically they look shabby as people come into the building.*
* *The tiles are low grade asbestos and as such pose very little threat to health but as they deteriorate, we have been told this could increase. Our feeling is now that experts have identified the presence of asbestos it would be prudent to replace with vinyl as soon as possible.*

***The Oldfield Room***

*This office space earns income for the Community Centre. The office has become unrentable because of a damp odour which has been made better by removing the carpets and ventilating but in doing so low grade asbestos tiles similar to those in the entrance hall where discovered. Flooring professionals have suggested removing the tiles, laying a waterproof sealant which will stop any damp coming up from the floor and again laying vinyl tiles on top of this waterproofing layer .*

*We would like to have both areas done together as we have been told the economy of scale will reduce costs.*

*NB Quotes were limited to companies who would handle the asbestos material.*

Section 3:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Estimated cost of project:** | |  |  |  |
| **Description** | **Materials** | **Labour** |  | **Total** |
| See attached quotes |  |  |  |  |
| Sub-total |  |  |  |  |
| VAT (if applicable) |  |  |  |  |
| **TOTAL** |  |  | **£** |  |

Summary Table ( Entrance hall and Oldfield Room combined )

|  |  |  |  |
| --- | --- | --- | --- |
| Company | Entrance Hall | Oldfield Room | Combined Cost exc VAT |
| A | £480 plus VAT | £680 plus VAT | £1,160 |
| B | £460 plus VAT | £896 plus VAT | £1,356 |
| C | £448 plus VAT | £672 plus VAT | £1,120 |

Section 4:

|  |  |
| --- | --- |
| Details of contributions from other organisations?    VXCC | £to cover the balance  **£** |
| Total amount of grant applied for (max £1,000) | **£1,000** |

Section 5:

|  |  |
| --- | --- |
| Signed on behalf of the applying organisation: |  |
| Dated: 12th August 2025 | Position: Manager of Vicars Cross Community Centre |
| Signed on behalf of the parish council |  |
| Dated: | Position: |
| Please return completed application to the Clerk: Mrs Sophia Samuel, Parish Council Office, Vicars Cross Community Centre, Thackeray Drive, Chester CH3 5LP email: [clerk@greatboughtonparishcouncil.gov.uk](mailto:clerk@greatboughtonparishcouncil.gov.uk) | |