



TAKELEY PARISH COUNCIL

Old School Community Centre Support Policy for Community Groups Requirements for application for grants and grants-in-lieu

Takeley Parish Council, before offering administrative support as a grant-in-lieu, will need to assess the viability of any service to the community being proposed. A community group wishing to apply for parish council staff support will need to provide the following:

- A description of the service you intend to offer, to include hours of operation and an anticipated staffing roster.
- The number of volunteers within the group, the skills they will be offering to the group, and perceived knowledge gaps in the service you wish to offer and which you wish to fill with parish council administrative support.
- A hoped-for financial overview for the first year of operation, including any goals you are setting yourselves for providing your service to the community.
- What funding you already have, or are intending to apply for.
- Any other 'missing' support for your service which you wish to request from the parish council.