

## Transparency Fund for Smaller Authorities - Funding Application Form

[Click here to view information on the Fund, including instructions on how to complete the application form.](#)

Question	Answer	
1. What is the name of your authority i.e parish council?	Hesket	
2. Which county association of local councils area (or Association of Drainage Authorities) is your authority in?	Cumbria ALC	
3. What is your authority's turnover? (n.b. see Guidance notes for details on turnover)	£11,500.00	
4. Has your authority received money from the Transparency Fund before?	No	
5. Is your authority putting an internet connection in place, or has it set up a connection already, solely to comply with the Transparency Code?	No	You are not eligible to apply for funding to cover the costs of internet set up. Please go to Question 9.
<i>If the answer is YES:</i>		
6. Set up cost for internet connection		
7. From what date is your authority using the internet to comply with the Transparency Code?	Please select answer	
8. Monthly cost for internet connection		
<b>Total amount claimed for internet set up</b>	<b>£0.00</b>	
9. Does the authority currently own a computer?	No	
<i>If the answer is NO:</i>		
10. Cost - (Excluding VAT)	£300.00	
11. Does the authority require software?	Yes	
<i>If the answer is YES:</i>		
12. Costs (Excluding VAT)	£120.00	
13. Does the authority currently own a device capable of scanning?	No	
<i>If the answer is NO:</i>		
14. Cost (Excluding VAT) n.b. see Guidance notes for details on combined scanners/printers etc	£70.00	
<b>Web presence</b>		
15. Does your authority have a website?	Yes	
16. Does your authority have access to another organisation's website to which it can upload the necessary documents?	No	
17. If the authority is using (or would like to use) another organisation's website which involves a cost, please provide details of the cost per annum (Excluding VAT). <b>If you would like to request money to set up your own website, please leave this section blank.</b>		
<i>If the authority does not currently have access to a website to which it can upload the documents, or if you have received funding from us previously and would like to claim recurring costs, please answer the following questions:</i>		
18. Website - Set up Costs ( Excluding VAT)	£54.17	
19. From what date would you like to start claiming funding for monthly website costs? Please note, you may only claim funding for monthly costs if you have set up a website solely to comply with the Transparency Code.	01/01/2018	

20. Website - monthly costs (Excluding VAT)	£6.80	
<b>Total amount claimed for website costs</b>	<b>£74.57</b>	
<b>Training</b>		
21. Is any training needed?	No	<i>Please go to Question 24</i>
<i>If the answer is YES:</i>		
22. Brief Description		
23. Total Cost (Excluding VAT)		
<b>Staffing</b>		
<b>Set up costs</b>		
24. Total Hours	6.0	
25. Hourly rate (Gross)	£9.81	
<b>Monthly costs - for months up to and including March 2018</b>		
26. Hours per month	2.00	
27. Hourly rate (Gross)	£9.81	
28. From what date would you like to start claiming funding for monthly staffing costs? Please note, we can only cover staffing costs for the period starting with this date, until the end of the financial year.	01/01/2018	
<b>Total amount claimed for staffing</b>	<b>£117.72</b>	
<p>29. If the authority believes it needs to access funding for other items which are not covered by this form or if you have exceeded the grant threshold you can apply for, for any of the sections above, please give concise details of these requirements, the reasons and costs involved here. Please note - if the authority chooses to use this box your application may take longer to process and we do not guarantee that we will meet the dates in the attached timetable.</p>		
<p>Further information regarding the figures above. We request funding for the following:</p>		
<p>1. Setting up new website which can be updated by authority (Clerk) rather than through a 3rd party in order for council to keep in line with the Transparency Code (this includes sourcing and purchasing a new domain name and paying for website hosting) - £65 for 2 years</p> <p>2. Setting up email addresses for Clerk and Chair which are linked to website domain (rather than using personal ones) solely for authority business - £6.80 per calendar month</p> <p>3. Replacement laptop for Clerk (current council laptop in a state of disrepair as a result of a virus) including appropriate software such as virus protection, MS Word and MS Excel - £300 for computer and £120 for Office 2016 and virus software</p> <p>4. All in one scanner printer for council use - £70 (one off cost)</p> <p>5. Staff set up costs for Clerk to create a new website in line with Transparency Code - 6hrs @ £9.81 per hour = £58.86</p> <p>6. Additional hours for Clerk per month to update and maintain website in line with Transparency Fund (e.g. uploading documents) - 2hr per month @ £9.81 per hour = £19.62 per month</p>		
<b>Total amount requested</b>	<b>£682.29</b>	
<b>Authorisation</b>		
Please confirm that this document has been approved by the authority.	Approved	
<b>Finance Details</b>		
Account name	Parish Council Hesket In Forest	

Bank address	High View, Low Plains Court, Calthwaite, Penrith, CA11 9RQ
Sort Code - six digits	601621
Account Number - eight digits	77172604
FOR COUNTY ASSOCIATION / ADA USE ONLY - Date received	
FOR NALC OFFICE USE ONLY - Date received	