



An essential part of our community

Grant Application Form

1. Name of Applicant

This should be the name of your group, organisation, school or project.

2 Main Contact for this application

This should be the person who manages your organisation or its finances.

3 Position of applicant in the Group/Organisation

4 Main contact address of your Group/Organisation

	Post Code

5 Telephone

6 Mobile

7 e-mail address

8 Location of where your Group/Organisation meets

Give the address where you meet to carry out the activities of the group, organisation, school or project.

	Post Code

9 Details of your Group/Organisation

Briefly describe the activities of your group or project

10 Aims of your Group/Organisation

Briefly describe the purpose, objectives or ambitions of your group/organisation or the service you provide

11 Beneficiaries

Give brief details of the people who will benefit from your activities

12 National Bodies

If you are related or belong to or if you are working in partnership with a larger organisation, please state which one

13 Other Funders

The Parish Council may not be able to meet your entire request. Please list other bodies that you have applied to for funding and the amount

Funding body	Amount £

14 Reason for Grant

Please describe the reason for the grant

15 Amount required

£

16 Financial Status

Please supply details of your most recent Annual Accounts below or attach a copy of your last audited accounts. *(We regret that a grant will not be considered without this information.)*

Year ending										£
		day	month		year					
Income										
less Expenditure										
Profit/Loss										
add Savings										
Balance										

17 Payee

If your application is successful, please state to whom the cheque should be made payable.

CHEQUES CANNOT BE MADE OUT TO INDIVIDUALS

--

18 Signature of main contact or authorised signatory

Signed	
Date	

19 Contract

I confirm that the body named on this application has authorised me to sign this agreement and to act on their behalf.

I certify that to the best of my knowledge, the information given in this application is true and accurate.

We agree to use the grant only for the purpose set out at 14 above.

Should we receive a grant in excess of £2,000 we shall supply details of expenditure incurred and shall keep and make available to the Parish Council if required, all financial records and accounts, including receipts for items purchased with this grant, for a period of up to two years.

We shall acknowledge this grant in our annual accounts.

We shall spend this grant within one year of the date of the payment.

The Parish Council reserves the right to ask for repayment of the grant in the following circumstances: -

- if we breach this contract
- if we have submitted any dishonest or misleading information on this application
- if the grant is not spent within twelve months of receipt
- if we cease to exist, become insolvent, go into administration, receivership or liquidation

We agree to these terms and conditions until the grant is spent in full.

Name	Position
Signed	Date

