

Application for a grant

Please read the attached guidelines before completing this form. If you are completing the form by hand, please use black ink and block capitals. You may continue on a blank sheet if necessary, but please put the name of your organisation on any additional sheets.

A. Your organisation:

Please give us the following information about your organisation, club or group

Name of Organisation:

Address:

E-mail address:

Website address, if available:

Description of your organisation's activities.

How many are in the group or organisation?

How long has your organisation been in existence?

Any grant will be paid into your organisation's bank account. Please give details:

Bank name:

Account name:

Account number:

Sort code:

B. Who should the council contact regarding this application?

Name of contact:

Position:

Address for correspondence (if different from above):

Email address :

Tel :

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C. Your application

a) Brief description of project or scheme for which grant is intended:

b) How many will benefit from the proposed project or scheme and how many of these are Fressingfield residents?

c) Total cost of project or scheme: £

d) How much are you applying for? £

Please give an itemised breakdown of the expenditure for which this money which is being applied for. Include evidence (e.g. estimates or price lists) of the cost of expenditure where possible.

ITEM	COST £
TOTAL	

D. Have you made a grant application to any other body for this project?

Yes/No.

If yes, please give details:

Name of organisation applied to	Amount applied for	Date of Application	Amount Received

If you have received any other sources of funding in the past year, not specified above, please give details:

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E. Previous applications

Has your organisation previously applied for a grant from this Parish Council? If yes, please give details of the project and the date and amount of grant received, if any.

F. Additional information

Are there any other comments you wish to make to support this application? Please give this information below, or attach a separate sheet:

G. Your financial situation

All applications must be accompanied by the following financial information:

- a copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position
- photocopies of bank statements covering the past six months

If you are unable to supply this information, please contact the parish clerk for advice before submitting this application. (Details on the guidance accompanying this application form.)

H. Proof of expenditure

Where a grant is awarded for the purchase of specific equipment/items, proof of purchase will be required. The return of the grant to the parish council could be required without these.

I have read and noted the Parish Council rules relating to this application and agree to provide a report including photographs as appropriate for potential inclusion in Six Sense and the Parish Council web site. The grant will be acknowledged in any publicity or newsletter etc. that the group/organisation produces.

Signed:

Date:

Position in organisation: