

GRANT APPLICATION FORM - ST CLEER PARISH COUNCIL

SECTION 1

PLEASE COMPLETE IN BLOCK CAPITALS

Date of application	
Name of Organisation	
Type of Organisation (i.e. registered charity, company by limited guarantee, social enterprise, community group, other)	
If registered charity or limited company, number	
Is your organisation affiliated to any national organisation?	
Total number of members / users	
Total number of members / users living in the Parish	
Contact Name	
Position in organisation	
Contact Address	
Email Address	
Phone Number	
Name of project for which this grant application relates to	
Who will manage this project	
Total grant amount requested from St Cleer Parish Council	

SECTION 2

What are the main objectives of the organisation?

Please outline details of the project for which you are seeking funding from the Council (continue on a separate sheet if necessary).
For Section 137 applications – Note the law requires Section 137 grants must be “in the interests of or will directly benefit the area or its inhabitants, or of part of it, or of some of it” and “the direct benefit should be commensurate with expenditure.” (Local Government Act 1972 section 137).

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Please provide a statement of how this project will benefit parishioners of St Cleer

SECTION 3: Financial Details

Please complete the table with a breakdown of individual costs / items

Item	Actual or Estimated cost	Cost £
Total cost of project		
Amount requested from St Cleer Parish Council		

Where applicable, have you obtained more than 1 quote for the costs listed above? If so please provide details

Have successful applications for grants been submitted to other organisations: Yes / No

If yes , please give details of the funder and amount:

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Give brief details of organisations own fundraising efforts in relation to this project, including amount raise and how i.e. raffle, community events, etc

SECTION 4: Declaration

On Behalf of our Organisation

(Please confirm agreement by ticking the box)

We have read and understood fully the terms and criteria for making grant application to St Cleer Parish Council	<input type="checkbox"/>
We have provided a copy of our organisation's constitution / Governing Document or similar	<input type="checkbox"/>
We have provided a copy of the most recent annual accounts. Or for new initiatives / organisations a budget forecast.	<input type="checkbox"/>
We have provided a copy of our most recent bank statement showing the current balance	<input type="checkbox"/>
We agree to provide copies, to the Parish Council, of all receipts for transactions that have been made with the grant monies awarded, within 56 days of the award being received. <i>(Please note that payment can be delayed is if this is a part of a larger appeal)</i>	<input type="checkbox"/>
We agree that any publicity that is given to our project, our organisation will acknowledge the grant has been awarded by St Cleer Parish Council and to consent to the publication of information including pictures on the internet	<input type="checkbox"/>
We agree to attend the Annual Parish meeting to present a report to council on benefits of the grant if requested	<input type="checkbox"/>
I have the authority to sign this application on behalf of my organisation	<input type="checkbox"/>
I understand that this application form and supporting documents will be published on the St Cleer Parish Council website	<input type="checkbox"/>

Bank Details

Account name	
Sort code	
Account number	

I submit this application on behalf of the stated organization and believe, to the best of my knowledge, all statements made to be true and accurate.

Signed on Behalf of (Name of Organisation)	
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Position in Organisation	
Name	
Date	

When completed, please return this form to clerk@stcleerparishcouncil.gov.uk, or

The Parish Clerk
 The Sports Pavilion
 Hockings House
 St Cleer
 PL146EE

For Office Use Only

Date application received	
Application reference number	
All declarations complete	Yes or No
Statutory provision under which grant would be awarded	
<i>For s137 – is the criteria clearly met</i>	Yes or No
Received copy of applicant constitution / governance document of similar	
Received copy of most recent audited accounts or budget forecast	
Received copy of most recent bank statement	
Recommendation of the Finance and General Purposes Committee (the FGPC will automatically reject all applications which do not comply)	
Date of FPC meeting	
Decision of Parish Council	
Date PC meeting	
Approved	Yes or No
Amount of Grant	£
Date payment made	
Received requested copies of invoices	Yes / No
Were there any unused funds returned	Yes / No
Amount returned if applicable	£