

Chieveley Parish Council

Grant Application Form

Please read the Grant Application Policy before completing this form. Please use black ink and block capitals. You may use a blank sheet if necessary, but please put the name of your organisation on any additional sheets.

A. Your Organisation

Please provide us with the following information about your organisation:

Name of organisation:

Address:

..... Post Code:

Description of your organisation's activities. Please list its aims and objectives.

.....
.....
.....

How long has your organisation been in existence? Registered Charity: Yes/ No If Yes Charity No

B. Contact Details

Name of contact:

Position:

Address for correspondence (if different from above):

.....

..... Post Code:

Tel:.....(daytime)(mobile) Email:.....

Email:

C. Your Application

Brief description of project or scheme for which grant is intended

.....
.....

Who will benefit from the proposed project or scheme and how many of these are Chieveley Parish residents?

.....
.....

Total cost of project or scheme: £..... How much are you applying for? £.....

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

Item Description	Cost £
TOTAL	

Have you made a grant application to any other body for grant aid for this project? Yes/No. If yes please provide us with the following details:

Name of organisation applied to	Amount applied for	Date of application	Amount received

If you have received funding for this project from other sources e.g. donations, fundraising, please detail these, and the amounts, below:

.....

D. 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:

.....

E. Your Organisation's Financial Situation

All applications must be accompanied by the following financial information. **If you do not supply this information your application will not be considered unless previously agreed in writing by the Parish Council.**

- A copy of your organisation's latest approved statement of income and expenditure or other financial report which indicates your financial position, or
- Photocopy of bank statements covering the past six months
- A statement of your organisation's capital assets, if any

If you are unable to supply this information, please contact the Parish Council for advice before submitting your application.

F. Declaration

- I am authorised to make this application on behalf of the above organisation.
- I have read and noted the Parish Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded by the Parish Council.
- I certify that the information provided for this application is correct.
- If the information provided changes in any way, I will inform the Parish Council.
- I give permission for the Parish Council to record the details of my organisation electronically and to contact my organisation by phone, mail or email regarding this application.
- If the application is successful, I give permission for the Parish Council to publicise the project/activity on its website and in the local media.

Signed:.....

Date:

Please return to :

Mrs Tracy Snook, Parish Clerk, Chieveley Parish Council, 16 Middle Farm Close, Chieveley, Berkshire RG20 8RJ by **31 October 2017**. Late entries may not be considered. All applications will be considered by the Parish Council at its meeting in November/December and ratified by Full Council in January 2017. Payment of awarded grants will be made soon after receipt of the first instalment of the Precept for the year (usually May) following the application.

APPLICATION CHECKLIST

Please enclose the following with your application. We will only consider your application when we have received all of the information.

	Please Tick
Your signed application form and declaration with every question answered	<input type="checkbox"/>
A copy of your organisation's latest audited annual accounts or photocopies of bank statements covering the past six months (if not applicable please state so i.e. newly formed organisation)	<input type="checkbox"/>
A copy of your organisation's constitution or set of rules (if not applicable please state so)	<input type="checkbox"/>
Copies of estimates/quotations for equipment/capital items	<input type="checkbox"/>
<i>Note: You are advised to keep a copy of this application form for your own records.</i>	

FOR OFFICE USE ONLY

Date received: Checks against criteria/valid application: Yes/No

Grant awarded: Yes/No Reason for rejection :

Date applicant notified of award or rejection.....

Date grant paid:..... Amount:.....Cheque No:.....

Receipt rec'd from applicant: Yes/No

