**Bradwell with Pattiswick Parish Council**

**Grant Application Form**

**Please read the policy and guidelines before completing this form. Please continue and attach a separate sheet if necessary, ensuring that the name of your organisation is included in any additional sheets.**

**All completed applications and any queries, should be addressed to the Parish Clerk at** [**clerktobppc@outlook.com**](mailto:clerktobppc@outlook.com)

**Applications will be considered by the Parish Council at its next available meeting, subject to all queries having been satisfied. Grant Payments will be made during the month following the decision and sent to the named contact.**

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| **Your organisation**  Name of organisation: ……………………………………………………………………………………………………………………  Address: ……………………………………………………………………………………………………………………………………….  ………………………………………………………………………………………………………………………………………………….…  Description of your organisation’s activities (please include your aims and objectives):  How long has the organisation been established: ……………………………………………………………………………. |

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| **Contact details**  Name of contact: …………………………………………………………………………………………………………………..…….  Position: ………………………………………………………………………………………………………………………………..……  Name and address for correspondence (if difference from above): …………………………………………..….…..  …………………………………………………………………………………………………………………….……………..………….….  …………………………………………………………………………………………………………………….………………..……….….  Contact telephone number: ……………………………………………………………………………………………………..…...  e-mail: ……………………………………………………………………………………………………………………………………..…. |

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| **The Application:**  Please provide a brief description of the project or scheme for which the grant is intended:  Who will benefit from the proposed project or scheme and how many are parish residents?  Total cost of project or scheme: £…………………………………………………………….  How much are you applying for: £……………………………………………………..……  Please provide an itemised breakdown of the expenditure for which this grant is being applied. Please include evidence (e.g. suppliers’ estimates or price lists) of cost of all items of expenditure where possible:   |  |  | | --- | --- | | **Item** | **Cost £** | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |   Have you made any grant application to any other body for grant aid/funding for this project/scheme:  **Yes / No**. If YES, please give details:   |  |  |  |  | | --- | --- | --- | --- | | **Name of organisation** | **Amount applied for £s** | **Date of application** | **Amount received £s** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |

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| **Previous Applications**:  Has your organisation previously applied for a grant from this Parish Council? If YES, please provide details of the project/scheme and the date and amount of the grant received.  Was the project described as completed? **YES / NO** |

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

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| **Financial Information**  If your request is for more than £200.00, are the audited accounts, or accounts that have been independently examined by a suitable qualified person for the last two financial years, available if requested by the Parish Council? **Yes / No**  If you are applying on behalf of a newly formed organisation, you may be required to submit current bank statements and a detailed budget and business plan.  If you are applying for a “start-up,” funding this application must be accompanied by a detailed business plan that show where other funding will be available and predictions for the next two years.  If you are unable to supply this information, please contact the Parish Clerk for advice before submitting this application. |

Signed: ………………………………………….…….………………… Date: ……………….……

Position held: …………………………………………………………

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| FOR OFFICE USE ONLY | | | |
| Date received: |  |  |  |
| Meeting date: |  | Grant awarded: |  |
| Minute reference: |  | Amount: |  |
| Clerk’s signature: | | | |