

Stocksfield Parish Council

Application Form for Grants up to £500

Please complete this form once you have read the Parish Council's Grant Award Policy. Incomplete applications will not be considered. A separate application form exists for applications over £500. The text boxes will not expand automatically as they are completed please use a continuation sheet if necessary.

A. Details of group or organisation	
1. Name of group/organisation	
2. Description of activities of organisation, including aims and objectives	
3. Website (if any)	
4. Contact details	
Name	
Position	
Address	
Tel number	
Email address	
5. Does the group/organisation have: (Please tick to confirm)	
(i) a written constitution?	
(ii) a separate bank account controlled by more than one signatory?	
(iii) audited accounts?	
If you have answered 'no' to any question in Section 5 above, explain below what safeguards exist to ensure that any grant awarded is used for the purpose specified within the application and how the group/organisation is managed:	

B. The Application
1. Describe the purpose or project for which the grant will be used, including deliverable aims.
2. Describe the extent to which the community within the Parish benefit, how many residents will benefit and what reputational benefit will accrue to the Parish (if any).

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3. How does the purpose or project meet the objectives of the Parish Plan?	
4. Describe how the group/organisation raises funds from members and what specific fund raising activities are undertaken (if any).	
5. Total cost of project or purpose of grant	£
6. Specify the amount of grant requested	£
7. If the total cost of the project/purpose exceeds the amount of the grant, how will the remainder be financed?	
8. Where the application relates to a project whose total cost exceeds £5,000, separate details must be provided of the contract awarding process.	

C. Declaration (to be signed by an authorised person within the group/organisation).	
I am authorised to make an application on behalf of the above group/organisation. I have read the Council's current Grant Award Policy and agree to be bound by its conditions. I confirm that the group/organisation is eligible to make a grant application and the purpose of the application is not ineligible as defined within the Grant Award Policy. I enclose a copy of the group/organisation's most recent approved receipts and payments or other report which indicates the true financial position of the group/organisation. If the group/organisation has a written constitution, I also enclose a copy.	
Signed.....Date..... Position.....	

Completed forms and any accompanying documentation must be submitted to the Council within the timescales specified to the following address: Stocksfield Parish Council Stocksfield Community Centre, Mount View Terrace, Stocksfield, NE43 7HL or by email: clerk@stocksfieldpc.org.uk Where grant applications are submitted electronically, a signed application form must be received within seven days of receipt of the electronic form.
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Date Received		Award	
Min Ref		Cheque ref	

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Continuation sheet – Use as required