

WARBOYS PARISH COUNCIL

GRANT APPLICATION FORM

Introduction

Before filling in this application form, please read the Grant Awarding Policy (which can be found on the Warboys Parish Council website) for an understanding of the grant application process and key information about how applications are assessed and conditions of funding were your application to be successful.

Application for Grant for Voluntary Organisations

Please note that this application will not be considered unless it is accompanied by requested documents in the list at the end of this Appendix.

1.	Name and full address of organisation applying:	
2.	Name of key contact, with full address (if different from above): Position held in organisation:	
3.	Contact Details for key contact	Email: Telephone No:
4.	Type of organisation applying	Please delete as appropriate a) Registered Charity If so, please state your Charity No.: b) Community Interest Company c) Limited by Guarantee Company; if so, please state Company Number: d) Unincorporated local group e) Branch of a national organisation f) Other; if so, please specify:
5.	Briefly describe the aims and objectives of your organisation, and the usual activities/services you provide.	
6.	What percentage of members live in Warboys Parish?	
7.	Amount of grant requested	£
8.	a) Total Project Cost	£

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	b) If the total cost of the project is more than the grant requested, how will the remainder be financed?	
9.	<p>Have you applied for grant for the same, or to match the same, project to other organisations?</p> <p>If so, which organisations and how much have you applied for (with information on the current status of other applications and expected decision dates)?</p>	
10.	Why would you need funding from the Warboys Parish Council, and what would happen if this would not materialise?	
11.	<p>Details of the project or activity for which grant funding is sought.</p> <p>You should explain clearly and simply the purpose for which the money will be used, enclosing any drawings or other explanatory information if appropriate. Include here also any break-down of the project costs, or attach a separate overview to this end. Continue on a separate document and attach if necessary.</p>	
12.	<p>a) Who will benefit from the project?</p> <p>b) How many of those who will benefit from the project are Warboys Parish residents?</p>	
13.	How do you intend to promote Warboys Parish Council as grant provider as part of project delivery?	
14.	<p>Bank Details If Grant approved can be paid directly.</p> <p>Bank Name:</p> <p>Account Name:</p> <p>Account Number:</p> <p>Sort Code:</p>	
15.	Is there anything else you wish the Council to take into account when considering this application?	

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Please also attach the following information, where requested or relevant:

INFORMATION NEEDED	SUPPLIED (Delete as appropriate)
A copy of your organisation's written constitution. Also include a list of Officers, where applicable.	Yes/No
(If available): A copy of your most recent annual report.	Yes/No
A copy of the most recent bank statement.	Yes/No
(where relevant): Organisational Safeguarding Policy - if children and young people up to 18 years of age, or vulnerable adults, are involved, or could become involved in in any activities or events managed by your organisation.	Yes/No
Any other relevant policies and key documentation you may have and need for project delivery (e.g. Health and Safety; Equal Opportunities; Public Liability Insurance; etc).	Yes/No If yes, enclosed are:
(Where relevant – NB: three (3) estimates are required for any work in excess of £2500): Copies of any estimates available. If the grant is approved these will need to be seen before funds are released.	Yes/No
Please attach any additional information that may assist the Council in reaching its decision. If you have a Budget and/or Business Plan that shows the inclusion of the project, consider supplying this as well.	Yes/No If yes, enclosed are:

Signatures

This grant aid application should be signed by **two** members of your Organisation's Committee, one of whom *must* be the Chairman, Secretary or Treasurer.

We confirm that the information given in this application is accurate and that the organisation undertakes to inform Warboys Parish Council immediately of any changes in the organisation's circumstances that would affect this application.

We confirm that any grant awarded by the Council will be spent only on the purpose for which it was given and a brief report will be submitted to the Council within 3 months of project delivery.

The signing and submission of the Grant application form constitutes acceptance of the above statements and conditions.

For and on behalf of (organisation):.....

Signed (1).....

Name (1).....Position.....Date.....

Signed (2).....

Name (2).....Position.....Date.....

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The application form should be signed and returned to :

The Clerks of Warboys Parish Council

clerk@warboysparishcouncil.co.uk

For delivery of hard copies please contact the Clerk at above email or call on 07985 771676/07985 771834

For Office Use Only
Date Received: _____
Reference Number: _____
Processed By: _____
Approval Status: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Pending
Notes/Comments: _____