



## GRANT APPLICATION FORM

**For Parish Council use:**

Grant reference number: ..... Date application received: .....

Date considered by Council: ..... Amount awarded: £ .....

Comments: .....

**Name of organisation applying for grant:**

.....

**Chairperson/Secretary:**

**Treasurer:**

Name: .....

Name: .....

Address: .....

Address: .....

.....

.....

.....

.....

Telephone No. ....

Telephone No. ....

**Purpose for which grant is required (please supply schedule of anticipated works):**

.....

.....

**Amount of grant requested from Parish Council:**

£ .....

Percentage of total cost: .....%

**Details of other funding:**

1. How much will the organisation be providing towards the total cost by fundraising or from existing resources, if any?

£ .....

Percentage of total cost: .....%

2. Has the organisation applied to any other agency for funding for this project? **Yes/No**

If Yes,

Name of agency: .....

Amount requested: £ .....

Percentage of total cost: .....%

**Organisation's Bank:** ..... **Account No.** .....

**Signed:** ..... **Position in organisation:** .....

**Date:** .....

## **Conditions of Parish Council Grants**

1. Grants are only made to organisations located within the Mappleborough Green Parish Council boundary and for use within the Parish; a benefit to the local community must result.
2. Grants are for items of capital not revenue expenditure.
3. The grant must only be used for the purpose stated in the application.
4. The amount of the Parish Council grant will be up to a maximum of 50% of the total cost.
5. The Parish Council only has very limited funds available in any one year for grants and may not be able to provide the amount requested.
6. Full details of the project, (including building plans where appropriate), together with cost estimates or tenders must accompany the application.
7. The organisation's latest set of accounts and any relevant reports must be submitted with the application if applicable.
8. The grant will only be paid against a receipted invoice if applicable; cheques will be made out to the organisation, not to named individuals.
9. The Parish Council's Clerk or Responsible Financial Officer will liaise with the organisation's Treasurer/Representative to make sure these conditions are satisfied.
10. Acceptance of the Parish Council's offer of grant must be signed by two officers of the organisation who will give their position within the organisation and home address. These signatures will confirm that the grant has been used only for the purpose specified on the application form.