

Grant Application Form



Please read Great Shelford Parish Council's (the Council) Grant Policy before completing this form. Please use black ink and block capitals. Applications will only be considered if accompanied by a copy of up to date examined accounts in support of this application and your group's constitution. Should you need to use additional sheets, please ensure the name of the organisation is on each sheet.

Your Organisation

Please provide the following information about your organisation:

Name of Group/Organisation:

Charity Number (if applicable):

Address:
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Contact Name:

Position:

Email:

Telephone (evening & mobile):

Description of the Group/Organisation's activities including aims and objectives:
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How long has the Group/Organisation been in existence?

Do you have a 'Parent' or 'Umbrella' organisation?

Is there an annual subscription/membership fee?

How many members do you have?:

Application

Please provide the following information about your grant application:

Brief description of project/activity:

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Who will benefit from the grant?:

What number are Great Shelford residents:

Total cost of project/activity:

Total cost of grant applied for:

If the total cost is greater than the grant applied for, please provide information on how the difference will be funded:

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If you have unspent balances in your bank account, please confirm why you need this grant.

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Please provide an itemised breakdown of the expenditure for the project this money is being applied for. Please include evidence by means of quotations, price lists, etc. where possible.

Item	Cost
Total	

Have you made any application for grants to any other body for this project? Yes/No.

If Yes, please give details:

Name of Organisation Applied to	Amount applied for	Date of Application	Amount Received

If you have received any other sources of funding in the past year, not specified above, please provide details:

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Previous Application

Has your organisation previously applied for a grant from this Parish Council? Yes/No
If YES, please provide details of the project and the date and amount of grant received if any.
Was the project as described completed?

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Additional Information

Please use this space to enter any further comments you wish to make to support this application. If you need any further space, please attach a separate sheet

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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 Council.*

- A copy of your latest approved statement of Income and Expenditure or other financial report which indicates your financial position, or
- Photocopy of bank statements cover the past six months
- A statement of your capital assets, if any.

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

Confirmation and Declaration

- ☐ I declare that the information given is correct to the best of my knowledge and that any funds received will be used for solely for the purpose detailed on this form.
- ☐ I understand that the documentation supplied will not be returned and may be made available for public scrutiny.
- ☐ I agree that the grant will be returned if the specified project cannot proceed to a satisfactory conclusion.
- ☐ I agree that, if successful, details of the project may be published by the Council.
- ☐ I agree to supply a report back to the Council within 3 months regarding expenditure of any grant funding.
- ☐ I confirm that I have authorisation to apply for a grant on behalf of the organisation.
- ☐ I understand that the information provided on and with this application form will be used by the Council to judge whether or not to award a grant and that this decision may be made at a meeting which is open to the public.
- ☐ I confirm that I have read and understood the Grant Policy adopted by Great Shelford Parish Council.
- ☐ I confirm that I am happy for the Council to retain this application form and the personal data contained within it, in order to process the grant application. I understand that data will be held securely and not passed on to any third parties. I am aware that the Council's Privacy Notice and policies are available to view on its website.

Signed: **Date:**

**Please return to The Clerk to the Council, Great Shelford Parish Council PO Box 1492,
Cambridge CB1 0YQ or by email clerk@greatshelfordparishcouncil.gov.uk**

If you have any queries, please contact the Clerk on 01223 616622 or by email (as above)