

BONSALL PARISH COUNCIL

GRANT APPLICATION FORM

Please read the guidelines below before completing this form. You may continue on a blank sheet if necessary, but please put the name of your organisation on any additional sheets.

Grant Guidance

- Bonsall Parish Council may be able to offer grants to help local people run projects that are for the benefit of the people of Bonsall. Grants would typically be up to £500.
- Who can apply? Grants will be considered for groups organisations or projects that will be of benefit to the local area or community. The Council cannot give support to individuals, profit making or commercial organisations.
- Applications will be considered on merit. Preference is likely to be given to projects that are sustainable once the grant funding has finished.
- Application process: grants should be submitted by 10th January annually; applications will be considered as part of the budget process before 31 March. Subject to funding still being available applications submitted after that date may still be considered. Applications will be decided based on the information provided in the application form at a monthly meeting of the Parish Council.

A. Your organisation / Project

Please give us the following information about your organisation or project:

Name of Organisation:

Address:

Post Code:

Nature of organisation: Registered charity? **YES/NO.**

IF YES please provide charity registration number:

IF NO please provide information about your structure and constitution:

Description of activities: please list your aims and objectives:

How long has your organisation been in existence?

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E. Financial Information

a) Total cost of project or scheme: £

b) How much are you applying for? £

c) Please give an itemised breakdown of the expenditure for which this money which is being applied for. Please include evidence (e.g.. suppliers' estimates or price lists) of the likely cost of all items of expenditure where possible.

ITEM	COST £
TOTAL	

d) Please provide:

- a copy of your organisation's latest approved statement of income and expenditure; or
- any other financial report which indicates your financial position (including reserves); and
- copies of the organisation's last three months bank statements.

e) Please detail here which financial information documents are being provided):

F. Additional Information

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

G. Confirmation of Compliance with Conditions:

ON behalf of the Organisation I confirm that the information in this application is correct and that the organisation is not established or conducted for profit.

In the event of the grant being awarded I also undertake on behalf of the organisation to comply with the conditions of grant below, and will inform the Parish Council of any changes in circumstances that would affect this application.

Signed (if completing electronically insert your name; you will be asked to sign before the grant is released):

Position in Organisation:

Date:

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H: Grant Conditions:

- The Parish Council retains the right to reclaim all or part of the grant money if it was not spent for the approved purpose, and to reclaim any asset purchased with the grant money
- Assets purchased with the grant money should not be sold or transferred without the agreement of the Parish Council
- A written account of expenditure, and all receipts should be kept and be available to the Parish Council on request
- A completed grant monitoring form should be submitted to the Parish Council within 3 months of completion of the project
- The applicant should have adequate public liability insurance in place prior to the project starting and at all times subsequently, and will provide copy certification on request
- The Parish Council will not be responsible for any action of the organisation or anyone acting on its behalf in relation to the project funded
- Any consents or approvals from statutory or other bodies which are required to implement the project are the responsibility of the applicant, and should be in place prior to commencement of the project
- In implementing the project the applicant should not do anything that may bring the Parish Council into disrepute, and the Parish Council may at its sole discretion reclaim all or part of the grant money in the event of that occurrence.
- **NB:** please note that your application form will be made available to the public via website/meeting papers.

Please return to Tony Payne, Responsible Finance Officer, Mayfield House 27 High Street Bonsall DE4 2AS by 10th January annually.

If you have any queries, please contact Tony Payne on 01629 822311 or email bonsallclerk@gmail.com.

FOR OFFICE USE ONLY

Date received:

Grant awarded:

Amount:

Council approval minute reference: