

UTTOXETER RURAL PARISH COUNCIL

Grant Application Form

for project awards for community groups and voluntary organisations

Thank you for applying for a Grant from our Parish Council. Please use block capitals to complete the form.

Please note the procedure for grant applications and successful awards is as follows:

Application must be submitted to the Parish Council by end of August. Applications are considered in the October Parish Council meeting and . Grants that have been approved by the full Parish Council are added to the budget in the December Parish Council meeting and minutes. The Clerk will write to all successful applicants. All Grants that are approved will be paid by cheque in the May meeting of the following year. The Clerk will send cheques to the successful applicant.

Name of your Group		
Contact Person		
Address		
Postcode		
Telephone Number		
E-mail		
Date/Year Group was Established		
Bank Details	Name and address of Bank/Building Society: Account Name : (name payment should made out to) Account Number: Sort Code: Name of Signatories 1. 2. Please enclose at least one current/latest bank statement with this application	
Is there a written constitution or terms of reference for your group?	Yes/No	If yes please attach a copy
Is your group/organisation a registered charity?	Yes/No	If yes please give number:

Your Project

Project Title:	
When will the project be delivered? (Please state project start and completion dates)	
Please give a description of your project and explain what it seeks to achieve. Remember to include the following in your description: • Why the project is needed. (Please give details about how it has been informed by local insight and local needs) • How others (partners/communities/residents) are involved in your project. (e.g. how How does it enable community development and capacity building, and show co-production with local communities? Is the project match funded – not necessarily cash e.g. people, buildings, etc.) • What changes, benefits or affects your project aims to achieve. • How your project supports the priorities of the Parish Council. Please note, you <u>must</u> demonstrate how you meet the criteria (Continue on a separate sheet if necessary)	

Your Project's Financial Details

Is this your group's first application to the Parish Council?		YES		NO	
Have you received a grant from us in the past three - five years?		YES		NO	
If you answered "yes", please state when and the amount you were awarded					
Year	2013/14	2012/13	2011/12	2010/11	2009/10
Amount	£	£	£	£	£

How much funding are you applying for?	£	
Please list below all costs associated with your activity, regardless of how it will be paid. Detail the cost of each individual item/activity (including an approximate cost of all in-kind contributions) and how much you are requesting from the Parish Council towards these items. Copies of 3 quotations for goods and services should be provided where appropriate (continue on a separate sheet if necessary)		
Item or activity	Total Cost	Amount requested from Parish Council
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
TOTAL	£	£

Income and Other Funding for your Project

Please list other sources of income , specifying whether they are "confirmed" or "unconfirmed" (such as Lottery, public funding, ticket sales, local and national grants or if applied to any locally based body)			
Funder	Amount applied for	Date Application submitted	Application status (Delete as appropriate)
			Confirmed / Unconfirmed
			Confirmed / Unconfirmed
			Confirmed / Unconfirmed
			Confirmed / Unconfirmed

Your declaration

I declare, on behalf of the organisation, that the information provided is accurate to the best of my knowledge. I have read and understand the guidelines and, in the event of an award being granted, agree to comply with the conditions as stated in the eligibility criteria.

Name in full:			
Position:			
Signed:		Date:	

Before submitting your application, please check you have enclosed

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your group's constitution (where appropriate)

☐

a recent bank statement and/or a copy of your most recent statement of accounts

☐

3 quotations received as detailed in your funding breakdown

PLEASE RETURN THE COMPLETED APPLICATION FORM TO BY THE **END OF AUGUST** :

MRS VRE GIBSON
PARISH CLERK
UTTOXETER RURAL PARISH COUNCIL
6 ALEXANDRA CRESCENT
UTTOXETER
STAFFORDSHIRE
ST14 7LQ

ANY QUESTIONS PLEASE CALL 01889 566393 OR EMAIL TO urpcparishclerk@gmail.com