

Poulshot Parish Council

GRANT APPLICATION FORM

If you are completing this form by hand, please complete all sections using black ink to enable this form to be photocopied.

Name of Organisation:															
What does your organisation do?															
When was your organisation formed?															
Is your organisation a registered charity? If yes, please give charity number:	Yes/No														
Briefly describe the project or purpose for which you require a grant and its link to the community or residents of Poulshot:															
Approximately, how many people in the parish do you expect to benefit from this project?	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Age groups</th> <th style="width: 50%;">Number Benefiting</th> </tr> </thead> <tbody> <tr> <td>Under 18</td> <td></td> </tr> <tr> <td>18-35</td> <td></td> </tr> <tr> <td>36-50</td> <td></td> </tr> <tr> <td>50+</td> <td></td> </tr> <tr> <td>Special or minority groups (please specify)</td> <td></td> </tr> <tr> <td colspan="2" style="padding-top: 10px;">Total.....</td> </tr> </tbody> </table>	Age groups	Number Benefiting	Under 18		18-35		36-50		50+		Special or minority groups (please specify)		Total.....	
Age groups	Number Benefiting														
Under 18															
18-35															
36-50															
50+															
Special or minority groups (please specify)															
Total.....															
Group Analysis for Benefit. Under which category you would like your application to be considered?	<ul style="list-style-type: none"> <input type="checkbox"/> Village Residents and Groups <input type="checkbox"/> Enhancing the Environment of Poulshot <input type="checkbox"/> Sports and Recreation <input type="checkbox"/> Highways and Transport <input type="checkbox"/> Community Events 														

POULSHOT PARISH COUNCIL

<p>What is the identified benefit of your proposal?</p>	
<p>What size of grant are you seeking? <i>(The Council cannot make a determination if the amount is not indicated)</i></p>	<p>£</p>
<p>What is the total cost of the project for which you are seeking a grant? <i>(Please include budget)</i></p>	<p>£</p>
<p>If you are not applying for the full amount, please specify where the remaining funds will come from.</p>	
<p>Have you applied for, or do you plan to apply for a grant in respect of this project to any other organisation? <i>(including Local Authorities)</i></p>	<p>Yes/No</p>
<p>If YES. Please give the following details: Please include details of all applications both successful and unsuccessful.</p>	<p>Organisation- Purpose- Successful (Y/N) Amount Received £</p>

POULSHOT PARISH COUNCIL

<p>Please give details of your organisation's own fund-raising efforts:</p>	
<p>When do you intend your project to start?</p>	
<p>How will you measure the success/benefit of your project?</p>	
<p>Is your organisation part of, or affiliated to, any national organisation? If yes, please give details:</p>	Yes/No
<p>Please add any supplementary information in support of your application. (Additional literature, leaflets or recent annual reports may be enclosed with the application)</p>	
<p>Have you previously received, or applied for a grant from Poulshot Parish Council?</p>	Yes/No
<p>If yes, please give details of amount(s), year(s) and purpose :</p>	

POULSHOT PARISH COUNCIL

<p>If applicable, please include a brief statement about your safeguarding arrangements and how you keep people safe. You should supply a copy of your Safeguarding Policy and Procedures where you are working with children or vulnerable people. <i>(We reserve the right to receive two references for grant applications involving children and young people and we reserve the right to make checks with safeguarding at Wiltshire Council).</i></p>	
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Please note that if the grant is to be used to purchase costly equipment a statement will be requested confirming insurance of such equipment.

POULSHOT PARISH COUNCIL

PRIVATE AND CONFIDENTIAL

NOT TO BE INCLUDED ON COUNCIL AGENDA

Name of Organisation:	
Correspondence Address:	

Name and Address of Person Making the Application:

Name:			
Address:			
Email:			
Contact telephone numbers:			
Preferred method of contact:	Tel:	Email:	Post:

Bank Details

Name on Account:	
Bank Name:	
Account Number:	
Sort Code:	
Number of signatures required to issue cheques/payments:	

POULSHOT PARISH COUNCIL

FINAL APPLICATION CHECK LIST

The following checklist has been prepared to assist you in completing your Grant Application Form. Applicants are advised to read the list below before submitting the completed application form.

Yes/No	Have you completed ALL sections of the form? (If you are unable to complete any part of the form, please indicate why in a supporting statement, or write 'not applicable' where appropriate).
Yes/No	Does your application set out how your Organisation meets the requirements of the 'eligibility criteria?'
Yes/No	Have you enclosed your Organisation's latest set of accounts, constitution and safeguarding policy?
Yes/No	Have you signed the statement on the application form to certify that all the details are correct?
Yes/No	A representative from the organisation applying for the grant should be in attendance at the meeting so that questions may be asked by Councillors

Please return your application form with the documents as listed as soon as possible and **NO LATER THAN 8 WORKING DAYS BEFORE THE NEXT MEETING OF POULSHOT PARISH COUNCIL**

When completed, this form together with supporting documents should be emailed to: Poulshotparishclerk@outlook.com. Or alternatively delivered to the Chairman of Poulshot Parish Council.

Please note you will be required to provide the Parish Council with details and/or photographs of how the Parish Council grant funding has been spent should you be successful in your application.

DECLARATION

I declare that:

I have read and accepted the Guidance Notes and Conditions of Funding and have answered all questions fully and truthfully. I also declare that any grant made will be used solely for the purpose outlined in this application. Poulshot Parish Council will be recognised on any materials produced and in any form of publicity as result of this grant.

I understand that: Poulshot Parish Council reserves the right to request a list of names and addresses of members of your organisation. Any materials produced, made, originated, developed or arising out of the provision of the grant are to be made available for use by the Parish Council if requested. Poulshot Parish Council may ask for additional information at any stage of the application process.

I will be required to submit details showing how the grant funding was used. Poulshot Parish Council reserves the right to reclaim the grant in the event of it not being used

POULSHOT PARISH COUNCIL

for the purpose specified. The application form and supporting information will be copied and placed on the public agenda for Parish Council meetings. Personal data that has been supplied will not be disclosed and will be held by Poulshot Parish Council in accordance with the Data Protection Act.

NAME:	
SIGNED:	
POSITION:	DATE:

Privacy Statement

Here at Poulshot Parish Council we take your privacy seriously and will only use your personal information to validate applications for grants. Information about your group and any grant award will be held and published by the Parish Council. Your personal information will be stored whilst your grant is active, and we will use this to contact you about the progress and success of any grant awarded. Your personal details will not be published or shared without your permission. Your personal information will be held alongside the grant application form for financial audit purposes. If you would like us to delete the information we hold or if you have any other questions, please contact us at poulshotparishclerk@outlook.com.

For Office Use

Acknowledged	
Statutory Power	
Council Meeting Date	
Decision	
Informed	