**STANTONBURY PARISH COUNCIL: GRANT APPLICATION**

*(to be completed by the applicant)*

1. Name of Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Objectives of Organisation:

3. Do you have:

(a) A Constitution? YES/NO (b) Accounts? YES/NO

***Please provide a recent copy of all above. If you do not have copies explain why.***

4. Please describe the project for which this grant application is being made:

1. What is the total cost of your project? £\_\_\_\_\_\_\_\_\_\_
2. When is it to begin? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. When will it be completed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. How much do you request from us? £\_\_\_\_\_\_\_\_\_\_
5. If the total cost of your project is greater than the amount requested at (d) above, from whom have you obtained additional finance or support and how much?

5. How does your project benefit inhabitants of Stantonbury Parish?

6 . With whom should the Parish Council communicate?

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:

7. If successful, please state to whom the cheque should be made payable.

(Please note that cheques **cannot** be made payable to individuals).

I hereby certify that, to the best of my knowledge, the information given is complete and accurate. I also confirm that I have read and understand the accompanying terms and conditions as currently applied to all grant applications made to Stantonbury Parish Council.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position held:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Official use only**

**Part 1** *(to be completed by the Parish Clerk and the RFO)*

Application received by on *(date)*

1. Power to be used if the application is approved
2. Has the group/organisation received a grant within the past 12 months? YES/NO
3. If YES, on what date/s and what amounts were awarded?

**Part 2** *(to be completed at the Full Council Meeting)*

Allocated to Councillor on *(date)*

**Part *3*** *(to be completed by the Councillor to whom the application is allocated. Ideally within 28 days)*

1. Constitution and accounts received. YES/NO

b) Meeting held with the applicant on *(date)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c) Does the application meet the standard terms and conditions set by the Council and does the applicant fully understand these? YES/NO

1. Approximately how many residents of Stantonbury Parish will benefit from the activity proposed?
2. General comments and observations

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**Part 4** *(to be completed at the Full Council Meeting)*

Grant **AWARDED/REFUSED** on *(date).* Amount awarded *(if applicable)* £

Any special conditions applied:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Part 5** *(to be completed by the RFO)*

Dates and amounts of payments made: Dates and amounts of monies returned: