**Grant Application Form**

**Please complete all boxes, using the attached notes for help. If you are still unsure how to respond to any of the questions, please contact the Parish Office.**

|  |  |
| --- | --- |
| **Your name** |  |
| **Your contact number** |  |
| **Your email address** |  |
| **What is the name of your group or organisation?** |  |
| **Charity Commission Number?** |  |
| **What are the aims and objectives of organisation?** |  |
| **Do you have a Constitution or Terms of Reference?** |  |
| **Do you have an up to date set of accounts?** |  |
| **Have you carried out all legal obligations?** |  |
| **Where is your organisation based?** |  |
| **Please describe the project for which you are seeking a grant** |  |
| **What is the total cost of your project?** | **£**  |
| **What is the amount of grant you are requesting?** | **£**  |
| **What are your plans to get further funds for the project?** *(if applicable)* |  |
| **When is your project starting?** |  |
| **When is it due to end?** |  |
| **Are you willing for Stantonbury Parish Council to publish your Grant information?** |  |
| **Please describe how it will benefit the residents of Stantonbury Parish** |  |
| **How many residents will benefit?** |  |

If you are successful in your application, please provide details of the bank account where you would want the grant to be paid.

|  |  |
| --- | --- |
| **Account payee** |  |
| **Bank name** |  |
| **Bank sort code** |  | **Bank account no.** |  |

**If applicable, please provide the following information with your application** *(please circle)***:**

* A copy of your Constitution or Terms of Reference Yes / No
* A copy of your most up to date set of accounts, showing a full year Yes / No
* Any other information that might better inform the Council about your application Yes / No

**If you are unable to provide any of the above, please explain why below?**

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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 OFFICE USE ONLY**

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| **Date received** | \_\_\_/\_\_\_/\_\_\_ |
| **Logged** | \_\_\_/\_\_\_/\_\_\_ |
| **Our Reference Number** |  |
| **Acknowledgement sent** | \_\_\_/\_\_\_/\_\_\_ |
| **RFO review deadline** | \_\_\_/\_\_\_/\_\_\_ |
| **RFO review complete** |  |
| **Councillor appointed** | \_\_\_/\_\_\_/\_\_\_ |
| **Reviewing Councillor** |  |
| **Councillor review deadline** | \_\_\_/\_\_\_/\_\_\_ |
| **Councillor review complete** |  |
| **Grants this year** |  |
| **Category** |  |
| **Date of meeting for decision** | \_\_\_/\_\_\_/\_\_\_ |
| **Council decision** |  |
| **Amount awarded** |  |
| **Outcome letter sent** | \_\_\_/\_\_\_/\_\_\_ |
| **Payment made** | \_\_\_/\_\_\_/\_\_\_ |
| **3-month check date** | \_\_\_/\_\_\_/\_\_\_ |
| **Report received** |  |
| **Final check date** | \_\_\_/\_\_\_/\_\_\_ |
| **Report received** |  |

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| --- | --- |
| **RFO Comment** |  |
| **Councillor Comment** |  |