



ALLHALLOWS PARISH COUNCIL GRANT APPLICATION FORM

Please read the attached guidelines before completing this form. Please use black ink and block capitals. You may continue on a blank sheet if necessary, but please put the name of your organisation on any additional sheets.

A. Your organisation

Please give us the following information about your organisation, club or group:

Name of Organisation:

Address:

..... Post Code:

E-mail address:

Description of your organisation's activities.

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.....

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How many are in the group or organisation?

How long has your organisation been in existence?

B. Contact Details

Name of contact:

Position:

Address for correspondence (if different from above):

.....

.....

Post Code: Tel:.....

Email:

C. Your Application

a) Brief description of project or scheme for which grant is intended

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b) How many will benefit from the proposed project or scheme and how many of these are Allhallows residents?

.....

.....

c) Total cost of project or scheme: £..... d) How much are you applying for? £.....

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) Have you made any grant application to any other body for grant aid for this project? Yes/No.
 If yes please give details:

Name of organisation applied to	Amount applied for	Date of Application	Amount Received

If you have received any other sources of funding in the past year, not specified above, please give details:

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D. Previous Applications

Has your organisation previously applied for a grant from this Parish Council? If YES, please give details of the project and the date and amount of grant received if any.

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E. 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:

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F. Your Financial Situation

All applications must be accompanied by the following financial information: **If you do not supply this information your application will not be considered unless previously agreed with the Parish Council.**

- A copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position, or
- Photocopy of bank statements covering the past six months

If you are unable to supply this information, please contact the Parish Clerk for advice before submitting this application.

G. Proof of Purchase

Where a grant is awarded for the purchase of specific equipment/item/s proof of purchase will be required and return of the grant to the parish council could be requested.

I have read and noted the Parish Council rules relating to this application and agree to provide a report including photographs as appropriate for potential inclusion in Village Voices and/or the Parish Council web site. The grant should be acknowledged in publicity or newsletter etc. that the group/organisation produces.

Signed	Date:
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Please return to Mr. Chris Fribbins, 42 Quickrells Avenue, Cliffe, Rochester, Kent, ME3 7RB or email to address below.

If you have any queries, please contact the Parish Clerk on 01474 825067 during office hours or email allhallowspc@gmail.com

FOR OFFICE USE ONLY
Date received:.....
Grant awarded:.....
Amount:.....