



APPLICATION FOR GRANT FUNDING FROM NOAK BRIDGE PARISH COUNCIL

Applications can only be accepted if the following terms & conditions are fulfilled:

- Grants will be made to schemes which benefit the local community and the project must be undertaken by local organisations within the Parish Boundary
- Grants will be made towards capital expenditure only and will not be paid retrospectively.

THE APPLICATION PROCESS

- Applications must be submitted on the prescribed form, which can be obtained by contacting Noak Bridge Parish Council or on the website.
- Applications can be submitted at any time and will be presented to the next appropriate meeting. These meetings are open to the public and a schedule of meetings is published on the website and on the noticeboards.
- If the application is in respect of building works or the supply of goods, once consent has been approved by the Parish Council payment will be made upon completion of the works and copies of appropriate invoices forwarded to the clerk
- The work must be carried out or the goods obtained within two years of the offer being made, the offer shall lapse.
- A copy of the last financial year's audited accounts must be forwarded with the application. (Applications not complying will not be considered unless the organisation is newly constituted).
- Up to £500.00 can be applied for on any one small project
- A maximum grant of £5000,00 can be applied for on any one large project
- The project will be evaluated by the Parish Council within 6 months of project completion

GRANT FUNDING APPLICATION FORM

Questions should be answered as fully as possible. Please do not leave boxes blank – state “not applicable” if a particular question is not relevant to your organisation or project. You are welcome to provide documentary evidence to support your application, but **please do not** use it in place of answering a question (e.g. **do not** write “see attached annual report”). Incomplete application forms will be returned to the applicant for amendment and resubmission. Please write clearly in black ink or type and continue onto a separate sheet where necessary. A copy of this form is available on e-mail or in larger print upon request. If you require assistance in completing this form please contact the Parish Council.

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| 1. Full Name of Organisation |
| 2. Contact Name |
| 3. Position held within organisation |
| 4. Correspondence address |
| 5. Daytime telephone number |
| 6. Please state the nature of your organisation (tick any boxes that apply) Voluntary <input type="checkbox"/> Welfare <input type="checkbox"/> Sports <input type="checkbox"/> Cultural <input type="checkbox"/> Not for profit <input type="checkbox"/> Social <input type="checkbox"/> <input type="checkbox"/> Other (please specify) |
| 7. Please describe the main activities of your group and the services you provide |
| 8. Please describe the project for which you are applying for funding: (if required continue on a separate sheet) |

9. Estimated total cost of the project: (please provide a detailed breakdown of what the funds will be used for where possible)

10. Please give details about how your organisation will obtain the balance of funding for the project:

11. Has your organisation received a grant from Nb Parish Council in the past:
YES / NO

If yes please give details. Date Project Details Amount

12. Please give details of any grant received from other local authorities over the last two years: Date Project Details Local Authority Amount

13. Please give details of contributions offered or expected from other sources of funding:

14. Please state the total amount of grant required from the NB Parish Council:

15. What is the anticipated start date of the project: (or actual date for the project)

16. Please describe the benefits offered to the community of the project for which you are applying for funding and any consultation carried out to determine need:

17. If a grant is offered to your organisation to what name should the cheque be made payable:

DECLARATION

I confirm that I am making this application on behalf of the aforementioned organisation, and that the information I have supplied is, to the best of my knowledge, true and correct. I will inform Noak Bridge Parish Council as soon as possible if the information contained within this application changes in any way. I confirm that any funding offered will be used solely for the purposes specified in the application. I confirm that my organisation will comply with the terms and conditions imposed upon an award by Noak Bridge Parish Council, and understand that repayment of a grant may be necessary if these conditions are not fulfilled.

Signed: Date:.....
(to be signed by the person named in question no. 2)

Please return the completed form to: The Clerk or The Chairman