



CLEEVE PARISH COUNCIL

Here for you.

CLEEVE PARISH COUNCIL GRANT AWARDING POLICY **APPLICATION FORM**

DETAILS OF ORGANISATION STRUCTURE

Constitution

1. Do you have a constitution: *Please indicate:* YES (Please attach) NO

Status:

:

2. Are you one of the following? (If not, it does not prevent you from applying for a grant) Please indicate:

A registered charity/ A company limited by guarantee/ Applying for charitable status/ Other: Please state:

3. When did your group/organization start?
4. What does your organization do?
5. Who does your group /organisation serve mainly? *e.g. children, young people, senior citizens, rurally isolated people etc*
6. How many of the people who will benefit from the funding live in the Parish of Cleeve?

DETAILS OF ORGANISATION FINANCES :

Total income in the last financial year including date of year end.

Total amount spent in the last financial year.

Current unrestricted reserve or savings as of date of application

Current restricted reserve or savings as at date of application.

From what sources does your organisation raise its income?

Income Source

Amount £

DETAILS OF MANAGEMENT STRUCTURE :

How many people are there on your management committee?

How many staff do you employ?

How many volunteers do you have?

PROJECT SPECIFIC INFORMATION :

Please give more details about the project for which you are applying for this grant:

Please justify the need for this project?

How will you monitor the progress of the project?

How do you plan to judge the success of the project?

TIMESCALE :

Start Date

Finish Date

Ongoing, give details

FINANCIAL INFORMATION ABOUT THE PROJECT :

Please provide a breakdown of the total cost of this project including VAT (please provide details on a separate sheet if necessary).

What funding is your organisation requesting from Cleeve Parish Council via this form?

What funds have you raised/applied for so far for this project?

| Where From | Amount already secured | Awaiting Decision |
|-------------------|-------------------------------|--------------------------|
|-------------------|-------------------------------|--------------------------|

What will happen if you are not successful in this grant application?

IMPACT STATEMENT AND FUTURE MANAGEMENT :

Will this project have a positive effect on the parish environment and if so, how?

Please give details of the steps your group/organisation is taking to strengthen your group over the coming 12 months. For example, how you are establishing new sources of funding/income or training volunteers/staff.

Declaration, I am authorised to make this application on behalf of the above organisation and the information contained in this application is correct. If the information changes in any way I will inform Cleeve Parish Council at the earliest opportunity. I give permission for Cleeve Parish Council to record the information on this form electronically.

Signed:

Dated:

Please include the following:

- Up to date accounts/financial statements & latest report (if available)
- Constitution or a set of rules, if available
- Copies of written estimates or catalogue pages if grant for equipment or capital costs

Please send this application by 31st March for the first grant deadline or 31st August for the second. The grants will then be put to the Council in the next meeting.

Andy Warren, cleeveparishcouncil@hotmail.co.uk

Or post: 33 Derham Park, Yatton, BS49 4DZ

Grant Application Proforma

Name of Organisation:

Summary of Project:

Date Application Received:

Notes:

Legal Power:

S137 –Maximum proportion based on residents benefiting.

Questions/additional information required:

Grant Approved

Grant Declined

Minute Ref:

Minute Ref:

Reason:

Reason:

Amount:

Date Advised Applicant:

Conditions:

Cheque Number and Minute Ref: