



## NETHER STOWEY PARISH COUNCIL

### GRANT APPLICATION FORM

**Applications must be sent to the Clerk by 12noon on the Friday before the agenda is published – see below**

**Please PRINT using black or blue ink only. A Word version is available for those who prefer to type.**

Applicant (Name of Organisation):	
Name of contact and position in organisation:	
Contact's address or e-mail address:	
Day-time phone no:	

<b>About your Organisation</b>	
Please give details of your Organisation's principle aims and objectives:	
Legal Status (charity, voluntary or village organisation etc)	<i>Please supply a copy of your constitution if you have not done so previously</i>
Charity No: <i>(if applicable)</i>	
Is your organisation <input type="checkbox"/> A local branch of a national organisation <input type="checkbox"/> a religious organisation <input type="checkbox"/> a political organisation	

<b>About your Organisation's Finances</b>	
Please attach: <input type="checkbox"/> Most recent Audited Accounts <input type="checkbox"/> Budget/business plan for current year OR <input type="checkbox"/> We are a new organisation, and we attach details of start-up and other funding obtained	
If a large reserve or surplus is indicated in your latest annual accounts please explain in the "Additional Information" box below why you are applying for additional funds.	
Please give details of funding/ grants applied for elsewhere	
Has your organisation previously received a Parish Council grant?	(If yes, please state year)



## NETHER STOWEY PARISH COUNCIL

<b>About your Grant</b>	
Amount of grant requested	
Purpose for which grant is requested	
Please give details about your activities in the past year and future activities planned. How will the grant help?	
How else do you raise income? (Give details of subscriptions, fund-raising, contributions etc)	
Who should the cheque be payable to? <i>Please provide an explanation in "Additional information" below if the cheque is to be paid to an individual.</i>	

**Notes / Additional Information:** *Please provide any details you think the Parish Council should know in considering your application. You are welcome to attach any leaflets, publicity materials, your Annual Report etc to support your application. Continue on an additional sheet if necessary*



## NETHER STOWEY PARISH COUNCIL

### CERTIFICATE

On behalf of the above-named organisation I certify that the above information is true and complete to the best of my knowledge and belief.

We confirm that:

- I/We have read the Grants policy.
- I/We have attached a copy of our most recent audited accounts and accounts/budget for the current financial year
- I/We understand that any grant awarded may only be used for the purposes set out above and we agree to abide by any conditions relating to this grant imposed by the Parish Council.
- I/We undertake to return any unspent balance of the grant to the Parish Council immediately and to return the full amount should the event or project be cancelled or the purchase not made.
- I/We agree to provide a brief report when the project is completed explaining how the grant funds were used and to provide a report on our activities to the next Annual Parish Meeting (usually in April).

**Signed:**

**Name & Position**

**On Behalf of**

**Date**

If you require advice or assistance please contact the Clerk as shown below

Completed Forms to be returned to:-

Mrs. Caro Slaymaker  
Clerk to the Parish Council  
Nether Stowey Parish Council  
2a Castle Street,  
Nether Stowey , Somerset TA5 1LN

**Nether Stowey Parish Council**

Tel: 01278 733779

Email: [clerk@netherstowey-pc.gov.uk](mailto:clerk@netherstowey-pc.gov.uk)



## NETHER STOWEY PARISH COUNCIL

### Information for organisations receiving funding from Nether Stowey Parish Council

These notes have been produced to help organisations with the Grant Application Form. Please ensure that you have also read the current Grant Policy.

Applications must be completed by the Friday before the agenda for the Parish Council meeting is sent, which is th

#### **Section 1 – Applicant Organisation**

- Contact's details – if possible, please provide details of either someone we can talk to during the morning, ie during Parish office opening hours or who can deal with queries by e-mail.

#### **Section 2 – Organisation**

Please read paragraph 2 the Grant Policy to check whether you are eligible to apply for a grant or contact the Clerk to discuss your status.

- Please give brief details of aims and objectives of the organisation. You may wish to include information about the number of people in Nether Stowey using the service or participating in or benefiting from the organisation's activities, and any plans and any plans to develop or extend your organisation's activities
- Status – please state if you are a local or national charity, unincorporated voluntary body, village club or society etc.
- Please tick if your organisation is a local branch of a national organisation, or a religious or political organisation.

#### **Section 3 – Finances**

- Please include with your application a copy of your most recent audited accounts and a copy of your accounts and/or budget for the current financial year. If you have large reserves or a surplus is indicated please explain why these funds are held and/or why you need additional funding from the Parish Council.
- If you are a new organisation, and do not yet have full accounts, please provide as much information as you can about your finances and include your spending plans for the current year.
- Please give details of any grants, sponsorship or other financial assistance you have applied for from other sources.

#### **Section 4 – Grant**

- Purpose of Grant – please provide any estimates (for work) or purchases (including costs) or similar. For a straight-forward purchase of equipment a catalogue or print of a page from a website will suffice.
- Fund-raising etc – please give an approximate figure for your sources of income, fund-raising, grants from other sources etc
- Cheque – cheques can usually only be made payable to an organisation. If this is not possible, please explain why. The Parish Council cannot make payments in cash or by bank transfers.

#### **Section 5 – Additional Information**

- Please provide any additional information or materials that will support your application.

#### **Submission Deadlines – see over**



## NETHER STOWEY PARISH COUNCIL

### **Submission Deadlines**

Applications must be completed by the Friday ten days before the Monday meeting at which it will be considered so that it can be checked and included on the agenda (published Wednesday before the meeting). Applications received later or that are incomplete will be held over until the next meeting after it is satisfactorily completed. The deadlines for grant applications for the next year are:

<b>Application deadline</b>	<b>For consideration at meeting on</b>	<b>Application deadline</b>	<b>For consideration at meeting on</b>
<b><u>Wed</u></b> 30 December	Monday 11 January 2021	Friday 3 September	Monday 13 September
Friday 29 January	Monday 8 February	Friday 1 October	Monday 11 October
Friday 26 February	Monday 8 March	Friday 29 October	Monday 8 November
<b><u>Thursday</u></b> 1 April	Monday 12 April	Friday 3 December	Monday 13 December
Friday 30 April	Monday 10 May	<b><u>Thursday</u></b> 30 December	Monday 10 January 2022
Friday 4 June	Monday 14 June	Friday 4 February	Monday 14 February
Friday 2 July	Monday 12 July	Friday 4 March	Monday 14 March

### **NEED MORE HELP?**

**Please contact Caro (the Clerk) if you need any help or more advice about applying for a Grant or if you wish to discuss your plans before formally making an application, at the address at the end of the application form. We do want to give you a grant if we possibly can, but please bear in mind that we have to balance that desire against our responsibilities to the Parish's taxpayers!**