



NETHER STOWEY PARISH COUNCIL

GRANT APPLICATION FORM

Please PRINT using black or blue ink only

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

About your Organisation	
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	

About your Organisation's Finances	
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)



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About your Grant	
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*



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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



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Information for organisations receiving funding from Nether Stowey Parish Council

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

Section 1 – Applicant Organisation

- Contact's details – if possible please provide details of either someone we can talk to during the morning 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 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.

NEED MORE HELP?

Please contact the Clerk to the Parish Council 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.