

BOYTON PARISH COUNCIL GRANT APPLICATION FORM



Please read the 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 project or scheme

Please give us the following information about your project:

Name/working title

Description of your project. Please list your aims and objectives.

B. Contact Details

Name of contact:

Position:

Address for
correspondence.....

.....

..... Post Code:

Tel:.....(daytime)(mobile)

Email:

C. Your Application

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

.....
.....

b) Who will benefit from the proposed project or scheme?

.....
.....

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.

ITEMS	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:

.....

D. Previous Applications

Has your organisation previously applied for a grant from this Parish Council or another local council? If YES, please give details of the project and the date and amount of grant received if any. Was the project as described completed?

.....

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:

.....

F. Your Financial Situation

Where possible applications should be accompanied by a financial statement which will allow the council to understand the background to each application. This could be an approved statement of income and expenditure or a bank statement.

Where possible supply a copy of your organisation's governing document/constitution.

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

Signed:.....

Date:

Please return to the Parish Clerk. All applications will be considered by the Council on Approved grant payments will be sent to the named contact above.

If you have any queries, please contact the Parish Clerk:

Gerry Bathe, 1 Rectory Road, Hollesley Woodbridge, IP12 3JS

Tel: 01394411376

Email: boytonpc@gmail.com

FOR OFFICE USE ONLY

Date received:.....

Grant awarded:.....

Amount:.....