

BOTUS FLEMING PARISH COUNCIL

GRANT APPLICATION

IMPORTANT
Please read guidance notes on page 3 before filling in this form

Name of Organisation.....

Contact Person.....

Address.....
.....

Tel No.....

About Your Organisation

1. Briefly explain the aims and objectives of your organisation:
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.....
.....

- 2. Are you a registered charity? Yes / No
- 3. If Yes, charity no
- 4. Are you a commercial or non-profit making organisation? Yes / No
- 5. How many members do you have?
- 6. How many are juniors
- Age range
- How many are seniors
- How many are disabled
- How many live in this Parish

About the Grant

7. What is the grant to be used for (include a brief description of who/what will benefit from the grant)

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8. Sum requested £ Total cost of project £

9. What other sources of funding have you investigated and what amounts have been raised?

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10. What would happen if this request for a grant is unsuccessful?

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Additional Information

11. Please give any additional information which you feel to be relevant.

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Date.....

Signed



Grant Application – Guidance Notes

1. Please read the Botus Fleming Parish Council “Grants and Donations Policy” which is located on our website.
 2. The Parish Council, when considering grants, will give priority to those groups and organisations which can demonstrate that other fund-raising efforts have been made.
 3. Grants will normally only be given towards specific items of expenditure – i.e. equipment or capital projects and will only be paid on production of a receipted invoice. Grants will normally not exceed 50% of the total cost of the project.
 4. Requests for grants must be accompanied by either audited accounts, (in the case of a Registered Charity; to include a copy of the Trustees Annual Report to the Charity Commission), or a business plan for a new organisation or group.
 5. Grants will not normally be made available to commercial or national organisations, statutory bodies, or groups from outside the parish unless there are identifiable benefits to residents of the parish.
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For office use

Date Received..... Approved / Refused

Decision Date

Conditions

Accounts Received

Date Paid

Form to be returned to The Clerk, Botus Fleming Parish Council via email:
botusfleming1@gmail.com