**CALDECOTE PARISH COUNCIL**

 GrantForm/2013/SC

# GRANT APPLICATION FORM

This form will be submitted to the Councillors to assist in their decision making. Any financial figures should be for the last financial year of the group. If possible, a summary statement of accounts (e.g. receipts and payments plus the bank balance) should be attached. It is preferable, but not essential, if the accounts have been audited.

|  |  |
| --- | --- |
| Name of group/organisation  |   |
| Name on bank account (for cheque payments)  |   |
| Registered Charity/Charity Number  | Yes / No  |
| Contact name  |   |
| Position with the Group  |   |
| Contact name’s home address     |   |
| Contact name’s telephone number  |   |
| Contact name’s e-mail address.  |  |
| Brief description of group and its aims      |   |
| Brief description of project for which you are making this application and how this will benefit the community.   *Use separate sheet if necessary.*     If this application is for a Grant of money, state how much.  |  |
| If this application is for the donation of goods purchased by the Parish Council, please describe. Please provide supporting quotations  |    |

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|  |
| --- |
| What is the total cost of this project? Please give an itemised breakdown of the expenditure for which this money is being applied for. Include evidence (eg suppliers’ estimates) of the likely cost of all items of expenditure where possible.  |
|   | **ITEM**  | **COST £**  |  |
|   |   |
|   |   |
|   |   |
|  |   |
|  |   |
| **TOTAL**  |   |
| Have you applied, been promised or received Grants/Donations from any other sources for this project? If so who? and how much? Give details in table below:

|  |  |  |  |
| --- | --- | --- | --- |
| **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:  |
| Number of members in the Group  |   |
| Number of members resident in the parish  |   |
| Total spent by the group in the last twelve months  |   |
| Total received by the group in the last twelve months  |   |
|  Main income sources – please itemise     |   |
| Current bank balance (please state date)  |   |
| Special/other considerations *Use separate sheet if necessary.*  |   |

**Signed:………………………………… Date: …………………………………**

**Please return to: Alan Melton, Parish Clerk, Caldecote Parish Council, 20 St Martin’s Road, Chatteris, Cambridgeshire, PE16 6JF. parishclerk@caldecote.gov.uk**

**FOR OFFICE USE ONLY**

Date received:……………….................

 Grant awarded:………………..............

 Amount:………………………................