

Blofield Parish Council – Grant Application Form

Name of Group / Organisation:

Main Contact Name:

Contact Address:

Contact Details:

Email address:

Telephone number/s:

Are you a newly formed group? (Less than one year.) Yes No

How long has your group / organisation been operating?

Do you have a voluntary management committee / steering group? Yes No

Are you a registered charity? Yes No

If yes, please provide your Charity Number:

Does your group have a formal constitution? Yes No

(If yes, please provide a copy. If not, please provide a formal statement with details of aim and purpose on page 4 or as an attachment.)

Does your group have an annual record of accounts? Yes No

(If yes, please attach a copy of your most recent accounts or latest bank statement and balance sheet to your application.)

Have you applied for a grant from Blofield Parish Council before and if so, when was the last time? Yes No

Please describe your group / organisation's main activities:

Explain in detail (on page 4 if more space required) a. what the grant is for, and b. why it is needed.

a.

b.

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Approximately how many of those who will benefit are residents of Blofield Parish?

Please identify the age group/s who will benefit?

Explain how the grant will benefit the local community within the Parish?

What is the total cost of the project?

How much are you applying for? (For grants over £301 please provide three comparable quotations.)

Do you have any other sources of funding / grants?

Yes

No

If yes, please provide details and confirm if you are providing matched funding.

[This is a necessity for larger grants.]

Please confirm when you expect to undertake the work / incur the expenditure?

Please confirm when you expect the project to be completed / end?

Please provide a full breakdown of the project costs and how they will be funded. If necessary, please attach supporting documentation.

If your application is successful, your grant will be paid by the Parish Council on confirmation of payment of relevant invoices, or the Parish Council may place the order for the item and pay the invoice directly. Please provide the following:

Bank Name:

Account Name:

Sort Code:

Account Number:

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Please confirm that your group / organisation has:

- | | |
|--|---------------------------|
| • Adequate insurance for the activity you are proposing: | Yes / No / Not Applicable |
| • Conducted a risk assessment for the activities you are requesting a grant for, to include risks to children and vulnerable adults: | Yes / No / Not Applicable |

Please be sure you:

- Add any additional information that you think might be helpful on the next page, and / or attach all supporting documentation.
- Have read and addressed all the points required in the Parish Council’s Grant Policy, including the required additional *supporting information* noted in Section 2 of the Policy.

Please read the following important terms and conditions carefully.

By signing this form, you are confirming that:

- You are an official representative of your group / organisation and are authorised to apply for funding on its behalf.
- Your details can be held by the Parish Council in accordance with the Data Protection Act to administer the grant process.
- You have read and understood Blofield Parish Council’s Grant Policy.
- The Parish Council may publicise locally the project it has supported.
- You understand the requirement that within six months of the grant being paid, the Parish Council needs to be sent confirmation of how the grant was spent and of its value to the community.
- The information provided in this application is a fair and accurate description of your group / organisation and the project for which you are seeking funding. Misleading or inaccurate information may result in your application being rejected. Failure to complete any section of the application form may result in your application being delayed or rejected.

Signed by authorised representative:

Printed name of representative:

Date:

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Please add any additional Information that you believe might be helpful:

Please email the completed form and supporting documents to:

Blofield Parish Clerks: finance@blofield-pc.gov.uk and clerk@blofield-pc.gov.uk

Telephone – 01603 270819 or 07703 124544

Alternatively, they can be posted to:

The Clerk c/o The Lodge, 48 Panxworth Road, Panxworth, South Walsham, NR13 6DX

**If you have any questions or need help completing the form,
please contact the clerks.**