

EATON BRAY PARISH COUNCIL

APPLICATION FOR GRANT AID

Last updated: 17/06/2008

“Eaton Bray Parish Council will consider grants to local voluntary or charitable groups based within the parish and also to regional or national charitable groups that undertake work or provide assistance to residents within the parish.”

APPLICATION FORM FOR GRANT AID FROM EATON BRAY PARISH COUNCIL

Please complete the form below (where possible):

1	Name and address of Organisation	
2	Name and address of the person making this application on behalf of the Organisation	
3	Your position in the Organisation	
4	Telephone Number and Email address for communication	Telephone: Email:
5	If a Registered Charity, please give Charity Number	
6	What are the objectives of the Organisation and do any “Membership” criteria apply?	
7	What is your total “Membership” and what proportion or number are resident in Eaton Bray Parish?	
8	Is the grant to solely benefit the residents of Eaton Bray Parish?	YES/NO (if <u>no</u> what proportion or number of Eaton Bray Parish residents will benefit?)
9	What is the total cost for this project?	
10	What is the total amount of Grant Aid sought?	
11	Have you applied to or do you intend to apply to any other organizations for Grant Aid for the coming year?	
12	For what purpose is the Grant required?	

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13	What is your estimated income for the coming year?	
14	What is your estimated expenditure for the coming year?	
15	Please give details of any other applications for funding that you have made to the Parish Council in the past year or are planning to make.	

SIGNATURE		DATE	
NAME IN BLOCK CAPITALS			

After completion please return the form (*pages 1 & 2*) to the Clerk to the Parish Council at:
 Address: 20 Good Intent, Edlesborough, LU6 2RD
 Email: clerk@ebpc.co.uk
 Website: www.ebpc.co.uk

Please send the following documentation:-

- The completed application form.
- A copy of the most recent audited Income and Expenditure Account and Balance Sheet for your Organisation, together with a copy of relevant bank statements cover the period since that Balance Sheet date.
- A copy of the Organisation's constitution or other Governing Instrument.
- Copies of any quotations, estimates or budgets for any project for which Grant Aid is sought.

DO NOT COMPLETE – OFFICE USE ONLY				
Eaton Bray Parish Council have looked at your application for grant aid and have made the following decision:				ACCEPT (<i>go to 1</i>)
				DECLINE (<i>go to 2</i>)
1	Agreed grant	£	Payment to be released	Date
2	Reason:			
Signed:				PARISH COUNCIL STAMP
Date:				

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EXPLANATORY NOTES FOR THE COMPLETION OF GRANT AID APPLICATION FORM

- (1) Please enter the full and correct name of the Organisation and note that the cheque for any Grant Aid that may be approved will be made payable to this name.
- (2) If the organisation operates from premises with a postal address, please give this. If not, please give the address of the leader of the organisation.
- (3) Please provide this even if you have given an address for the organisation at question 2 – it may help us to know full details of the person taking responsibility for this Application.
- (4) This information will assist in considering your Application and in communication.
- (5) Please advise whether the organisation is a registered charity, as this information will help in considering your Application.
- (6) State your objectives and criteria as clearly as possible, particularly as they relate to benefits for Eaton Bray Parish residents.
- (7) Please answer this as fully and accurately as you are able, including the basis for any assumptions – the Parish Council has a statutory obligation to ensure that Grant Aid is used for the benefit of residents in the Parish.
- (8) Please answer this as fully and accurately as possible, including the basis for any assumptions.
- (9) Give the total cost of the project.
- (10) Give the total amount of Grant Aid that you are seeking.
- (11) Please state the name of the organisation and the amount sought.
- (12) Please state the benefits/resources that would result from the payment of Grant Aid.
- (13) This should exclude the sum in Grant Aid that you are now seeking and it is important so that the Parish Council may assess what proportion of your Organisation's anticipated income any Grant of Aid might represent.
- (14) This should exclude any expenditure that it is intended would be covered by the Grant Aid that you are seeking and again this is important to the Parish Council in assessing the effect of any Grant of Aid on your Organisation's overall position.
- (15) Please be as comprehensive as you can in answering this question, as again it is of considerable significance for the Parish Council to be able to assess this Application in relation to your overall funding plans and endeavours.