

Grant Application Form

Name of organisation	
Registered charity number (if applicable)	
Contact name	
Role	
Address	
Telephone	
Email	
Website (if applicable)	
Brief description of your organisation, its aims and its main activities	
How many members belong to your organisation (or utilise your services) overall?	
How many members (or individual service users) live in Buckland Brewer?	
Who can join your organisation or access your services? Are there any restrictions regarding access/membership?	

What is your project?	
Project Start Date	Project End Date
Why do you want to carry out this project? Please briefly describe why it is needed, how you know this and who it will benefit.	
Please provide details regarding the total cost of your project and how you have arrived at that figure. Please provide a breakdown of the major items of expenditure and supply copies of quotes, if available.	
Please give details of other sources of secured/requested funding. Please include details of internal fund-raising and external grants plus any in-kind support, such as people giving their professional skills or time for free.	
Total cost of project	£
Amount of grant requested from Parish funds.	£
Amount of funding applied for or received from other sources	£
Amount of shortfall (if applicable).	£
How does your organisation intend to resolve this funding shortfall?	

Declaration

Please ensure the person signing the declaration on behalf of the organisation has the appropriate authority to do so.

By submitting this funding application, I confirm that:

- I am authorised by the organisation to apply for grant funding and that the information contained in this application is correct to the best of my knowledge.
- the proposed project is lawful and conforms to any rules governing our organisation.
- this application complies with Buckland Brewer Parish Council's grant awarding policy and the organisation will adhere to the stipulations within it.
- the organisation will only spend all funds awarded for the agreed purpose.
- any grant funding that is unspent within 12 months will be returned to the council unless the council has agreed in writing that it may be retained.
- the organisation agrees to provide a report about the project, how it has benefitted the parish and how the grant has been spent, if requested
- supporting documentation including receipts and other grant submissions will be supplied promptly and as requested by the council.

The organisation agrees that the total funds awarded must be repaid to Buckland Brewer Council in the following circumstances:

- a. if a false declaration is made or if any information contained in the application is found to be false or misleading.
- b. If the proposed project does not proceed or is abandoned for any reason
- c. If the organisation disbands during the period of the grant.
- d. If the organisation does not provide the necessary invoices, receipts or other requested documentation to confirm compliance with the stipulated award conditions.

Signature	
Name	
Role within the organisation	
Date	

Please check you have included the following documentation with your application:

- a. full and complete copies of your signed and audited/examined accounts for the past two years (if your organisation has been in existence for that period).
- b. confirmation that the organisation has a bank account in its own name with two authorised representatives required to authorise each payment.
- c. bank statements for the last three months for all accounts held by the organisation.
- d. a detailed budget plan and supporting evidence showing why funding is needed.
- e. a copy of your organisation's constitution, terms of reference or rules
- f. evidence of any other awards/grants sought to support the project.
- g. any other information the organisation would like to present to support the case for funding.

Please send the completed form to the Parish Clerk, Jo Miles, with all supporting documents:

Email: clerk@bucklandbrewer.org.uk OR By post: 3 Hillpark, Buckland Brewer, Bideford EX39 5HY