**NEW BRADWELL PARISH COUNCIL A close up of a sign

Description automatically generated**

**Grant application form**

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| **1 Applicant contact details** |

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| Name of organisation requesting a grant |  |
| Contact name |  |
| Position within organisation |  |
| Contact address |  |
| Daytime telephone number |  |
| Email address |  |
| Website address (if any) |  |
| **BANK DETAILS** | |
| Bank |  |
| Name on Account |  |
| Branch |  |
| Sort Code |  |
| Account number |  |

Please note: Must be banked in the bank account designed for the organisation or project

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| **2 About your organisation** |

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| Is the organisation a registered charity? | Yes / No  *(please delete as relevant)* |
| If yes, please provide the charity number |  |
| Is the organisation a charitable company limited by guarantee? | Yes / No  *(please delete as relevant)* |
| If yes, please provide the charity number |  |
| Does the organisation have a written constitution or a set of rules? | Yes / No  *(please delete as relevant)* |
| If yes, please attach a copy |  |
| Is your organisation a new initiative? | Yes / No  *(please delete as relevant)* |
| If yes, please submit a copy of your business or project plan and your budget |  |

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| Please provide a brief description of what your organisation does and when it was formed |

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| **3 Project details** | |
| Project title |  |

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| Please provide a description of your project, explaining what the grant funding will be used for  Please estimate how much volunteer time (approximately in volunteers x number of days) the project you are seeking funding for will involve |
| Please explain how the project will benefit the parish and community of New Bradwell and how it adheres to the policies and procedures outlined in the Parish Council’s Grant Awarding Policy document  Please provide (in bullet point form if possible) details of the project outcomes, i.e. the difference your project will make |

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| Will the project be equally accessible to all? | Yes / No |
| If no, please give details of any restrictions that may apply |  |
| **4 Financial details** | |

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| --- | --- | --- | --- |
| Amount requested from the Parish Council | |  | |
| Has your organisation received any previous grants from the Parish Council? | | Yes / No  *(please delete as relevant)* | |
| If yes, please provide details below | |  | |
| **Year** | **Purpose** | | **Total amount (£)** |
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| Please provide a breakdown of estimated costs for your project below and attach copies of any quotes you may have obtained | |
| **Description of estimated costs** | **Amount (£)** |
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| **Total** |  |

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| Is your organisation VAT registered? | Yes / No  *(please delete as relevant)* | | |
| By what date does your organisation request the funding? |  | | |
| Has your organisation sought income from other sources *(eg fundraising, other grants)* | Yes / No  *(please delete as relevant)* | | |
| If yes, please provide details below |  | | |
| **Alternative funding sources** | | **Amount (£)** | **Funding confirmed** |
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| **6 Declaration** |

“To the best of my knowledge, I believe that the information given both within this form and in the supporting material provided is correct. I understand that, if successful, I will be required to adhere to the policies and procedures as outlined in New Bradwell Parish Council’s Grant Awarding Policy document, and to any monitoring arrangements that may be specified by the Parish Council at the time the grant is awarded.

In making this application I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.”

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| Signed |  |
| Name *(please print)* |  |
| Position within organisation |  |
| Date |  |

If you require assistance in completing the application form or submitting the supporting information, please contact the Parish Clerk by email: clerk@newbradwell-pc.gov.uk or by telephone: 01908 313602.

An application form and a copy of the Parish Council’s grant awarding policy document are available in digital format on request or from the website: www.newbradwell-pc.gov.uk

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| **Please return your completed application form and any enclosures to the address below:**  **The Parish Clerk, New Bradwell Parish Council, Unit 10 New Bradwell Workspace, St James Street**  **New Bradwell, Milton Keynes, Bucks, MK13 0BL** |

*This was agreed by New Bradwell Parish Council at its meeting of*

*Date …………….*