Kingstone Parish Council - grant application form

(To be completed by nominated representative of the organisation applying for the grant)

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| --- | --- |
| Name of applicant |  |
| Name of organisation/group |  |
| Position within organisation/group |  |
| Address |  |
| Telephone number |  |
| e-mail address |  |
| Amount of grant applied for |  |
| Total cost of the project/activity |  |
| Please give details of the purpose of the grant, including aims and objectives of the project and if successful how any awarded money would be spent |  |
| How will the grant benefit the residents of the parish? |  |
| Are you seeking funding from other sources? (please give details) |  |
| How are you funding the remainder of the project and is your organisation contributing? |  |
| Any other relevant information |  |

Please enclose any other supporting documents which you feel would benefit your application.

By submitting this application, you are agreeing to the conditions laid down in the attached guidance notes.

Signed

Name (please print)

Date

(Please complete this form fully and return to the clerk by 30th April)

**Guidance notes and conditions for grant applications**

Kingstone Parish Council sets aside an amount of funding in each financial year which non-profit making community groups and organisations are able to apply for (the amount may be subject to change). Any grants awarded must be for activities which the parish council has the power to provide and should benefit the residents of the parish. Priority will be given to applications which can clearly demonstrate these benefits.

Each organisation or group may make one application per financial year and retrospective applications will not normally be considered. Unless there are exceptional reasons, which must be approved by the parish council, all funding must be spent within the current financial year.

Applications should be made by completing the attached form, including any supporting documents to the clerk before the end of April. The applicant will also have the opportunity of making a presentation to support their application at the Annual Parish Meeting in May. Applications will usually be considered at the Annual Parish Council Meeting in May and at the latest by the next parish council meeting in July.

The application process:-

Once the application form has been fully completed and returned to the clerk, with any supporting documentation, the parish council will assess the application on an individual basis, as outlined as above.

The council will consider how well the project and funding will benefit the residents of the parish. The council will also look at how much fund raising, matched funding or other sources of funding have been considered by the applicant.

Applicants must provide supporting information detailing how the money has been spent, before funds are released. In certain cases, upon application to the council, funds may be released in advance of expenditure, provided the request is supported by a quotation or other form of supporting documentation. Any unspent monies must be repaid to the council.

The parish council reserves the right to rescind an award if the above requirements are not met and their decision in this and all matters is final.