****

**Drybrook Parish Council** - **Application for a Community Grant**

**Please complete all the information requested, failure to do so will potentially delay any decision and could lead to your application being rejected.**

 **1. Your details**

|  |  |
| --- | --- |
| Name of Organisation |  |
| Project Name (if different from above) |  |
| Organisation Address |  |
| Contact Name(Person with overall responsibility for this application) |  |
| Position held in organization (if applicable)  |  |
| Daytime Contact Telephone number |  |
| Contact email address |  |
| Project Address (if different from organisation address) |  |
| Name of person who will be responsiblefor the project spend (if different from contact name above) |  |
| Position held within organization (if different from contact name above) |  |
| Where will the project take place? |  |
| What is the total cost of your project? |  |
| How much grant is being requested from Drybrook Parish Council? |  |

 **2. Organisation details**

|  |  |
| --- | --- |
| **What type of organisation are you? (please tick)** | If a **registered charity**, give registration number anddate of registration below |
|  Registered Charity | / | Registration Number: | Date: |
| Unregistered Group |  | If other, please tell us what type of organization you are (e.g. social enterprise, community action group): |
| Other (please state opposite) |  |
| **How many people are involved in running your organisation / group?** |
| Management Committee (if applicable) | Number:  |
| Volunteer(s) | Number:  |
| Paid Staff (if applicable) | Number:  |
| **We confirm that we do not and will not discriminate on grounds of gender, sexuality, race, colour, religion or disability: (please tick)** |  |
| Please **ENCLOSE A COPY** of *your aims and objectives or your Terms or reference or your constitution, rule book (whichever is relevant).* |
| If you are a membership organisation Please **ENCLOSE A COPY** of your *membership policy.* |

[Click here to read the Newsletter](http://mstat300.co.uk/service.php?s=click&mm=2CHO01400031002042485021410053960000462100004779f2e&lid=13032)

 **3. About your project or activity you are planning**

|  |
| --- |
| **Please describe what it is you will to do with the grant if this application is successful:** |
| If the grant is for a specific event, please tell us the date(s) | Date: |
| Approximately how many people will benefit? | Number:  |
| Does your project require planning permission? (if successful, you will be asked to show that you have received planning permission before we can release the grant money) |  |

|  |  |
| --- | --- |
| **AMOUNT OF GRANT YOU ARE REQUESTING FROM THE PARISH COUNCIL** | **£** |
| **If the Parish Council are only able to offer you a proportion of the amount requested, could a lesser amount be properly used for the project?**  |  |

|  |
| --- |
| **IF SUCCESFUL, PAYMENTS WILL ONLY BE MADE BY ELECTRONIC BANK TRANSFER.**(Please provide bank details below) |
| Name of Bank: |  |
| Account name: |  |
| Account Number: |  |
| Sort Code: |  |

 **Other Income sources for your project if applicable - PLEASE READ CAREFULLY ITEM 3.7. IN OUR GRANT POLICY**

**Please provide information about any fund raising or sponsorship you may have received towards the project for which you are making this grant application.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Grant Income/Funding Source** | **Application Submitted Yes or No** | **Date when you expect a decision** | **Amount Applied for****£** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total | £ |

|  |
| --- |
| **Details of Costs (expenditure) for your project** |
| Please list expenditure items for your project (e.g. volunteer training, hire charges, fees). **NB: Drybrook Parish Council will NOT fund retrospective expenditure that has already occurred or commenced.** | **£** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** |  |

**Your Organisations Financial Position from your most recent accounts**

|  |
| --- |
| If applicable, please provide the following from your most recent accounts:**Please input data below, DO NOT refer to any attached documents.** |
| Accounts year ending |  |
| Total Gross Income |  |
| Total Expenditure |  |
| Balance at year end |  |

|  |  |
| --- | --- |
| Total money currently held in bank account |  |

|  |  |
| --- | --- |
| If your scheme is a capital project, please indicate how you intend to provide ongoing revenue funding for it in the future. |  |
| Please confirm that your organisation has a bank account requiring a minimum of two signatures for each transaction. | Does your organisation have a Bank Account:  |   |
| A minimum of two signatures are required for each transaction:  |   |

 **4. Supporting Documents**

|  |  |
| --- | --- |
| **You may wish to include the following documents in support of this this application** | **Please tick** |
| Copy of the most recent statement of your organisation’s annual accounts |   |
| Proof of ownership of property or permission from owner to carry out works. |   |
| Copies of a minimum of 2 recent quotes for goods or services |   |

 **5. Declaration**

**I declare on behalf of the organization, that the information in this form is true and correct and I agree that I and the organisation that I am signing on behalf of will abide by the terms and conditions set out in this application and in the Drybrook Parish Council Community Grants Policy.**

|  |  |
| --- | --- |
| Signed |  |
| Name (in block capitals): |  |
| Position held within organisation: |  |
| Date signed |  |

|  |
| --- |
| Additional Information: |

Please submit your completed application with any supporting documents to:

**Parish Clerk, Drybrook Parish Council, Pound Cottage, Latchen, longhope, Gloucestershire, GL17 0QA**

 Email: info@drybrookparishcouncil.gov.uk

If you have any queries about the application form or grants process, please contact the Parish Clerk via the email above or Tel: **07539155114**