

Boxted Parish Council

Grant application form

Question 1: Information about you or your organisation

1a: Your organisations name

This should be the name given in your constitution or set of rules (we may ask to see these)

1b. Your Project Name

1c. Your Organisation's official address:

1d. Main contact name and phone number

This must be somebody who we can contact to talk about the application

1e. Contact's Position

For example, Treasurer or Secretary

1f. Address for correspondence if different from above

1g. If your organisation is a registered charity, please give a registration number

1h. What are the main activities of your organisation?

Question 2: General information about your project/cause

2a: Please describe the project location or venue

2b: Give a brief description of the project or cause

Please tell us what this project is about and what its aims are, please continue on another sheet if necessary

2c: What is the intended final outcome(s) of your project?

2d: Brief Timetable for the project from beginning to end

Give the proposed start and finish date of the project.

Question 3: Finance and Other Funding

3a: Please indicate what your organisation has done to obtain funding from other sources.

3b: Please indicate what fund-raising, if any, events your organisation has carried out or plans to carry out to raise funds for this project.

3c: Please indicate how much your organisation intends to contribute to this project from its own reserves.

3d: Tell us how much money you need for your project and give a break down of what the money is for. Where possible please include estimates for work or equipment.

Item or Activity	Total Cost

3e: How much are you requesting from the Parish Council £

3f: Please give details of how much money your organisation holds

i) what is the current account balance? £

ii) What savings or investment account balances? £

Please provide a copy of your most recent accounts.

Please include with this application:

- 1) You most recent accounts
- 2) Any supporting evidence for the need of the project
- 3) Evidence of secured funding or applications for other funding
- 4) Estimates for work/equipment.

Declaration

I confirm that I am authorised to sign this declaration. The information in it is correct to the best of my knowledge. If this application is successful, the grant will only be used for the purposes specified in this application.

Signed:

Date:

Position (if applicable)

Return Completed forms to Karen Thompson, Clerk to Boxted Parish Council,

Gables, The Street, Bradfield, Manningtree, Essex CO11 2UU

E-MAIL: boxtedparishcouncil@gmail.com

Please note: The Council reserve the right to request further information it ascertains is necessary in the consideration of your application.