

Cottingham Parish Council



GRANT APPLICATION FORM

Note: Please ensure that you use this form and answer every question. If you fail to do so, Cottingham Parish Council (CPC) reserves the right not to consider your application. You may supply further information in support of your application but, in most circumstances, Cottingham Parish Council will use the information on this form (plus required attachments) – so it is in your own interest to include all relevant details on this form. You will be invited to attend the meeting where your application is discussed in order to answer any queries.

Name of Organisation:

Company and/or Charity registered number (if applicable):

Contact Name:

Address:

Daytime phone no.

Mob no:

E.Mail:

What are the aims and objectives of the Organisation?

Does your organisation give grants or donations to other organisations or individuals? If YES then to whom?

On average how many members and/or users does your organisation have?

What is the name of this project/event and what are the aims?

What is the total cost of the whole project/event?

£

The date of this project/event?

What part or activity of the above project/event would you like us to fund?

How much funding are you applying for?

£

Have you held or are holding any fundraising events in support of this event/project and how would you deal with any shortfall from future events?

How will Cottingham residents benefit from this project/event?

Can you confirm that you have sufficient insurance, including public liability, and health & safety procedures in place (please name insurer)?

CPC would like a short report detailing the success of the event (if appropriate):

I agree (please initial).....

How do you propose to acknowledge funding provided by CPC?

Finance: Your Organisation's total income for the last accounting year?

£

Your Organisation's total expenditure for the last accounting year?

£

Calculate total income minus total expenditure

£

Total bank balances at the end of the accounting year

£

Please attach the following to support your application:-

- **Copy of your annual accounts showing details of income and expenditure for the last 12 months;**
- **Copy of your updated accounts showing the current position;**
- **Copy of a recent bank statement for the organisation showing the current position;**

Please detail below anything else you wish to tell us in support of your bid, continue on a separate sheet if necessary:

Please indicate the name of the account that the cheque is to be made payable to, if successful. (must not be to a personal bank account)

Declaration

I declare that the details I have provided are true and correct to the best of my knowledge.

Our organisation agrees to be bound by the terms and conditions outlined in this application form and any other conditions which Cottingham Parish Council imposes at the time of awarding the grant.

Signed:

Position held:

Date:

Terms and Conditions

Cottingham Parish Council (CPC) reserves the right to grant the amount requested, grant any amount up to that requested or to refuse any grant application. CPC may also award a grant subject to meeting additional criteria or the satisfactory answers to supplementary questions.

Failure to answer any of the questions on this form or to supply the information required may result in automatic disqualification from any grants.

By signing this form, you are certifying that all answers are true and correct to the best of your knowledge. If any of your responses are found to be untrue CPC reserves the right to take action to reclaim any grant awarded.

It is a condition of any grant made that it is used for, and only for, the purpose for which it is allocated by the CPC. In making this application the Applicant and its officials and/or Trustees acknowledge that they will be receiving any grant awarded subject to that condition, that they can be called upon to produce such evidence as the CPC may reasonably require as to the use and application of such grant and will be responsible for refunding the grant or any part of the grant if not used for that purpose. You may therefore be asked to give evidence that the grant has been used for the purpose for which it was requested. Any unspent grant must be returned to Cottingham Parish Council no later than one month after the project/event date, unless an extension has been agreed by the Parish Council.

However, if your organisation finds that it is having genuine difficulties using the funds for the specific purpose stated, please get in touch with CPC. Where appropriate, we will try to agree alternative uses for the funds with you. Only after such a written agreement from CPC is obtained may you use the funds for the alternative uses. It is in your own interest to discuss this with CPC at the earliest opportunity – otherwise CPC reserves the right to reclaim the money back from you. Although giving a grant, Cottingham Parish Council does not make itself liable for any shortfall in funding.

Your organisation is responsible for acknowledging the contribution made by CPC as stated in your responses, and for meeting the cost of such acknowledgement.

If your organisation fails to comply with these terms and conditions, CPC reserves the right to take action to reclaim the amount awarded and to refuse funding in future years.

For any grant request in excess of £2000 a report and breakdown of how the funds have been spent must be submitted to the Parish Council within 12 months of the grant being awarded.

COTTINGHAM PARISH COUNCIL – GRANT APPLICATION FORM

Criteria for Parish Grant Scheme

1. That the applicant organisation should be based and operate within Cottingham.
2. That the activities of the applicant organisation should be of benefit to substantial numbers of people in Cottingham.
3. That the Council may, and in most cases should, ask for the production of accounts of the applicant organisation to ensure that the application was not simply to “top up” their accounts but was a request generated by a real need.
4. Parish Council Grants **cannot** be used to pay for the hire of premises, utility bills, training costs for staff or routine staffing costs and is to be spent **only** on the project /event as specified on the application form.
5. Organisations/individuals may only make **one** Grant application per financial year (April to March).
6. We are unable to consider applications directly from Educational Institutions but can accept applications from connected bodies i.e. parent associations