



Spratton Parish Council

Grant Application Form

NB:- Before completing the application please read the notes on page 6.

Completed forms should be returned to:

The Parish Clerk
Spratton Parish Council
PO BOX 1552
Northampton
NN1 9JJ
Email: clerk@sprattonpc.org.uk

Spratton Parish Council

Grant Application Form

1	Name of the organisation making the application with Charity Registration number if you have one.	
2	Name and address of contact:	
3	Objectives of the organisation and activities in the Parish:	
4	Grant Sought £	Previous grant if any £
5	Details of intended use of the grant	

More space for Q5 if needed

6	What are the assets of your organisation?		
7	Estimated expenditure of the organisation for the current financial year		
	b) If part funding, how will the balance be provided		
8	a) Is the request for part or full funding of the project?	FULL/PART	
	b) Has the balance already been received? If so state the date	Day	Month
	c) If not, when is receipt expected?	Day	Month
	d) Do you have to satisfy any conditions to receive the balance? If yes, state those conditions.		

9	Is there any further information you wish to be considered with this application?
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10	Is there any other way in which the Parish Council could assist your organisation?
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Please note, we may also request other relevant information – for example a breakdown of your organisation’s expenditure and income in past years, audited accounts if available, more details concerning the assets of the organisation, rent or leases, payments made to individuals and details of your organisation’s policies such as Child Protection, Equal Opportunities, Health and Safety as appropriate.

Signed.....	
Position held.....	
Organisation.....	

Notes to the applicant (the numbers match those of the questions asked)

1. Please quote the full name of your organisation as well as the name by which it is generally recognised, if these are different.
2. This should be someone who has a full working knowledge of the application details, and who would be available to attend a Parish Council meeting if this should be required.
3. This should state the basic functions of the organisation as far as the Parish is concerned.
4. **Please give a full description of the purpose of your project. Grants are not awarded to individuals. Grants offered by the Parish Council are intended to bring benefit to the inhabitants of the Spratton Parish. Administrative costs associated with projects may be included in the costings submitted for a grant. You should be prepared to supply a breakdown of the budget for your project.**

Please note that the Parish Council will require evidence that any Capital Funding has been expended on the purpose that the grant was applied for. This work is required to be completed within six months of the original grant. Any Revenue Grant not used for the purpose applied for must be returned to Spratton Parish Council.

For						
office use only						
Date	Day	Month	Year	Approved	Funding	If part then £
received by Clerk				YES/NO	FULL/PART	

Date letter notification/conditions sent					
			Cheque sent		
Day	Month	Year	Day	Month	Year