

Brixworth 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
3 Tantree Way
Brixworth
Northamptonshire
NN6 9UQ

Brixworth 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	
	c) Has the balance already been received? If so state the date	Day	Month
	d) If not, when is receipt expected?	Day	Month
	e) 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?
10	Is there any other way in which the Parish Council could assist your organisation?

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.

<p>Signed.....</p> <p>Position held.....</p> <p>Organisation.....</p>

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.
- 5 **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 Brixworth 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.**
6. All personal data will be processed lawfully in accordance with the Data Protection Act 1998

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 Brixworth 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					
			Cheque sent		
Day	Month	Year	Day	Month	Year

BRIXWORTH PARISH COUNCIL GRANTS POLICY



The Parish Council wishes to assist local voluntary organisations, which provide services to residents within the Parish of Brixworth. Grants will be awarded purely at the discretion of the Parish Council from a limited budget made available each year for this purpose.

It should be noted that:

- Organisations wishing to apply for a grant will be required to complete an application form available from the Clerk or from the website, which must be returned by the deadline. All the questions on the application form must be answered as fully as possible to provide a detailed picture of the activities of the organisation.
- Applications will be considered on their merits. There is neither a guarantee of a grant or of a continuing grant. It is anticipated that ongoing organisations will seek to become financially viable in their own right over a period of time. They should not come to rely on the Parish Council for ongoing contributions towards their running costs and everyday expenses.
- Organisations are required to have a bank account in their own name with two authorised representatives required to sign each cheque. They may be required to submit audited accounts or, in the case of a newly formed organisation, a comprehensive business plan
- The grant should only be spent on the purpose(s) that is approved and the organisation may be asked to report back to the Annual Parish Meeting in May on the outcome.

and that applications will not be considered from:

- Individuals
- Religious bodies where the monies will be used for religious purposes or religious buildings
- Private organisations operating as a business to make a profit
- Organisations intending to support or oppose any political party, or which discriminate on the grounds of race, gender, age, sexual orientation or religion or disability
- Establishments and organisations for whom the Parish Council considers that the Central Government, Health Authority, District or County Council or other similar public body are the appropriate funder

Applications from organisations are to be considered twice a year in April and November at a Special Full Council meeting. Deadlines for applications are 31 March and 31 October respectively. Dates of meetings will be displayed on the Council's Notice Boards and website.

Grant Policy Adopted May 2010