

Sue Jones
Clerk to the Parish Council
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Cleobury Mortimer
DY14 0NY

GRANT APPLICATION

Each year the Council has a small budget allocation available to give as grants to local organisations to help you improve the well being of people living in the community. Before reading on please check that you or your organisation is eligible for a grant.

About you

- you can apply as an individual or an organisation
- you must either live or work in the Parish or be very closely associated with the Parish.

Your idea for a grant must

- improve the well being of people in the area
- support some aspect of the Parish Plan (if applicable)

Your application should be

- for a small sum of money - **a maximum of £500** per year
- if possible have some matching funding – of between 25%-50%.
- for something that it might be difficult to find funding for from somewhere else

Help with your application

If you are thinking of making an application, please contact the Parish Clerk. If you do not meet all the criteria listed above it might still be possible to apply for a grant, but you should certainly talk to the Parish Clerk first.

When you have finished your project

We shall expect you to spend the grant within 12 months and submit a short report and statement of accounts.

If your grant award is not successful

We shall explain why your application was not successful and advise you about further applications.

Application Form

Please complete below and return it to the Parish Clerk. You can submit the form by post to the Clerk or by e-mail.

ABOUT YOUR ORGANISATION

1. Name and address of the organisation making the application
2. Named contact for this application. Please include your telephone number/email
3. What kind of organisation is it? Please tick one.

Registered Charity - and provide the reference number

Limited Company - and provide the company number

Unregistered/informal organisation

Please attach a copy of your Constitution or formal documentation to this application. You do not need to do this if you have already submitted this with a previous application and it has not changed, or if you are applying as an individual or unregistered organisation

4. Briefly describe the aims of your organisation, the needs you seek to meet and the people you work with.
5. What area do the activities of your organisation cover? Please circle one

Parish area only Parish area and other areas Areas other than the parish
6. How many people take an active part in your organisations or activities?.....

About what proportion of these people come from the parish?
7. Does your organisation employ any staff and if so – how many?

WHAT REASON YOU WANT TO APPLY FOR A GRANT?

8. Explain the reason you want a grant, who will benefit and how.

9. Explain how this grant will help the Parish Council achieve our Parish plan. If applicable)
10. What is the total budget for your grant? Please give a breakdown of costs.
11. How much money of this budget are you requesting from the Parish Council?
12. Have you applied to any other organisation to fund this grant? If yes, please give details.

YOUR EXPERIENCE OF MANAGING GRANTS

13. Have you received grant funding from any organisation in the past? If yes, please give details.

SUBMITTING YOUR APPLICATION

14. You should sign below that you agree with the following statement:

I am authorised to apply for this grant on behalf of the organisation named above, and to the best of my knowledge the information included in the form is correct

Please submit the following documents with your application.

- A copy of your constitution or document of rules if you have them
- The name and address of the Chair person of your organisation
- Your most recent annual statement of account

Submission Date:

Decision Date:

Sue Jones

Clerk to the Parish Council

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