PARISH COUNCIL GRANT APPLICATION

1. All applications for grants from Sproughton Parish Council should be made on this application form. If you wish to seek advice as to whether the parish council would have the power to make a grant to your organisation please read the Grant Policy and contact the Parish Clerk who will be able to assist if anything is unclear.
2. All applications must be submitted using the following forms to the parish clerk, Mrs Kirsty Webber, Tithe Barn, Lower Street Sproughton, IP8 3AA. Tel:07538311567 Email: SproughtonPC@gmail.com
3. Applications are considered at the Council Monthly Meetings. All applications will be considered by the parish council who will allocate grants according to the funds available, its legal powers and the priorities of the parish.
4. The clerk will contact you after the meeting to let you know the outcome of your application and grants will be paid shortly afterwards.
5. Please include any additional information to support your application with your submission.

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| --- | --- | --- |
| **YOUR ORGANISATION** | |  |
| Name | |  |
| Address | |  |
| Email | |  |
| Website | |  |
| **CONTACT DETAILS** | |  |
| Name | |  |
| Position | |  |
| Address | |  |
| Daytime Phone | |  |
| Evening Phone | |  |
| Mobile | |  |
| Email | |  |
| **CONSTITUTION** | | Do you have a constitution? Yes / No (If yes pls attach) |
| Type of organisation (e.g. charity) | |  |
| What does your organisation do? | |  |
| Who does your  group/ organization serve mainly? | |  |
| How many people in Sproughton Parish benefit from your organisation? | |  |
| **FINANCE** | Please attach a copy of your last audited accounts & most recent accounts | |
| Total income in the last  financial year including date of year end. |  | |
| Total amount spent in the last financial year. |  | |
| Where does your organisation get its funding from? |  | |
| Describe the project/ proposed spending for which you are asking  funding. |  | |
| Why is this project/ spending needed in the parish? |  | |
| How will you monitor the progress of the  project/ spending? |  | |
| How will you judge the  success of the project/ spending? |  | |
| How many Sproughton parish residents will benefit from the monies provided. |  | |
| **PROJECT COSTS** |  | |
| Please provide a breakdown of the total cost of this project including VAT | |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | |
| How much money are you applying for in this application? |  | |
| When is the project scheduled to complete? |  | |