

Highnam Parish Council

Application for Grant Aid

Highnam Parish Council sets aside a limited amount of money from its budget for making grants to village organisations for activities and projects of benefit to the residents of Highnam.

We want to make sure the money is used in the best possible way on behalf of the residents who have contributed the money through their council tax.

Please provide the information requested below to enable us to do this. You should submit the application at least six weeks before you require the funding.

YOUR ORGANISATION

1 **Name of organisation** _____

2 **Contact details of person making the application**

Name _____

Address _____

Telephone _____

Email _____

Role (eg chairman, treasurer) _____

3 **What are the aims of the organisation?**

4 **What are its main activities?**

5 **What percentage of your members/beneficiaries are residents of Highnam?** _____ %

Are you applying for a grant for a one-off activity or project?

6 **Or**

Are you likely to request funding for similar costs on an annual basis?

(If this application is granted, you may be able to submit a briefer application in future years. Please keep a copy of this application as you will need to refer to it if you wish to apply again.)

YOUR ACTIVITY/PROJECT

7 For what purpose will the grant be used?

8 How will this grant benefit the residents of Highnam?

9 How much will this activity/project cost? (You may be asked for quotes/estimates)

£

10 How much are you requesting from the Parish Council?

£

11 Where will the remainder of the money come from? (Eg your own reserves, fundraising, other grants)

12 When will the grant be required?

Please provide the following (if applicable):

- A** Copy of the Constitution of the organisation
- B** Copy of the most recent Audited Accounts and Balance Sheet
- C** Budget for the current year showing sources of income and planned expenditure including this project
- D** Other supporting documents e.g. plans, quotes, photos

I submit this application on behalf of the stated organisation and believe all statements made or enclosed to be true.

Signed

Please return the completed form with supporting documents to:

Mrs Joanne Badham
Parish Clerk and Financial Officer
C/o 1 Farthing Croft, Highnam, GL2 8EQ