Bramham Parish Council Grant Application Form

Please provide us with as much information as possible with regards to your grant application as this will help the council process your application. There are help notes available for each question in the attached guidance notes. Please read these notes carefully **before** you complete this form. If there is anything you do not understand or if you would like an informal discussion then please contact the clerk in the first instance (see contact details at the bottom of the form).

* ***Please complete ALL the shaded areas on the form***
* ***If a section is not applicable to your project please mark N/A (not applicable***

**Section 1: Contact Details**

Name of group / organisation

Address and Postcode

**Contact person** (The contact person should be someone from your group/organisation who can discuss the application)

Name

Position (if applicable)

Daytime phone number

Evening phone number

Email address

**Section 2: About Your Group / Organisation**

Q1. What type of group / organisation are you? (please tick)

Unregistered community group/club/society Registered charity . Not a formal organisation .

Other (please state) .

Q2. Do you have a constitution or a set of rules? Yes No .

Q3. When did your group / organisation start?

Q4. What does your group or organisation do?

Q5. How many people take part in your group / organisation’s activities each year?

Q6. How would you describe the people you mainly work with?

Children under 16 :

Young people under 25 :

Older people over 55:

Disabled people:

People of minority ethnic origin:

Women:

Other (please state):

Q7. How many people are involved in running your group/organisation?

* Management Committee:
* Full-time staff members:
* Part-time staff:
* Volunteers (not including Management Committee):
* Others (please state)

Q8. How many people will be involved in delivering this project and what will their roles be?

Q9. Please provide details of how your group / organisation encourages people to help with and/or take part in the facility / activities you provide?

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| --- | --- |
| Q10. What is your group / organisation’s income? | How does your group/organisation normally fund its activities each year?  Please list all income received in the last financial year |
| **Method of Income** | **Amount (£)** |
| Membership Fees |  |
| Fundraising Events |  |
| Grants |  |
| Charges to activity users |  |
| Other (please specify) |  |

Q11. What funds does your group/organisation hold in reserve?

**Section 3: About the project you would like a grant for**

Q12. When do you intend to start the project / activity and when do you anticipate it will be complete?

Q13. Describe the project or activity you want the grant for and how the project will benefit Bramham parishioners. What are your aims and objectives?

Q14. Why is the project / activity needed?

**Section 4: Money**

|  |  |  |
| --- | --- | --- |
| **Summary of the cost and funding of the project** | | |
| Qu 15 (a) | Total cost of your project | £ |
| Qu 15 (b) | Funding from other sources | £ |
| Qu 15 (c) | Amount of fundraising | £ |
| Qu 15 (d) | Amount of grant funding requested | £ |

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| --- | --- | --- | --- |
| Qu 16 | What items do you want the grant to pay for? | | |
| **Item** | | **Cost (£)** | **Grant Amount** |
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| **Total Costs** | |  |  |

***Please Note – ESTIMATES FOR ALL OF THE ABOVE TO BE ATTACHED TO THE APPLICATION FORM AND THREE QUOTES TO BE OBTAINED FOR ANY CAPITAL WORKS THAT ARE REQUIRED***

|  |  |  |  |
| --- | --- | --- | --- |
| Qu 17 | If your group/organisation has or intends to apply anywhere else for funding this project; please give details of who you have applied to, how much and when you expect to hear the outcome of these applications | | |
| Name of funding body | | Amount Requested | Amount Approved or  Expected Decision Date |
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| Qu 18 | Has your group / organisation received funding from the Council in the past? If so, please provide more details here. |
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| --- | --- |
| Qu 19 | Has your group/organisation received funding from any other body? If so, please provide more details here. |
|  | |

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| --- | --- |
| Qu 20 | Will your project involve ongoing running/maintenance costs (eg utility bills/building maintenance)?  If so please give details of how these costs will be funded. |
|  | |

**Section 5: Local Press / PR**

Q 21. May we give your group / organisation’s details to the local press, TV and radio to discuss your community project?

Yes / No

**Additional Information**

Please use this section to provide any additional information that you feel is relevant to your application and use separate sheets if required

**Declaration**

|  |  |
| --- | --- |
| Signature of applicant - This project application has been completed by: | |
| Name |  |
| Organisation |  |
| * I am authorised by the organisation to sign and submit this application on their behalf. * I can confirm that to the best of my knowledge the information contained in all parts of the application and any supporting information is complete and accurate. * If the information in the application changes in any way I will inform the council * I agree to details about the project/organisation being entered onto a computer database and to contact my organisation by phone, mail or email with further information with regards to this application and future funding opportunities. * I agree to details about the project/organisation being shared with council officers and third parties involved in the assessment of the application and monitoring of any funding awarded. | |
| Signature |  |
| Date |  |

**Checklist**

|  |  |  |
| --- | --- | --- |
| Please include the following documents. If you are unable to send any of the items listed, please state the reason for this | | |
|  | **Attached?** | If ‘No’ please state why you have not included these documents with your application |
| Your Constitution or Set of Rules | □ Yes □ No |  |
| List of Management Committee | □ Yes □ No |  |
| Child Protection Policy  (if your project involves young people under 18 yrs) | □ Yes □ No |  |
| Your Equal Opportunities Policy | □ Yes □ No |  |
| Your latest bank statement | □ Yes □ No |  |
| Audited accounts from last 2 years | □ Yes □ No |  |
| Relevant Liability Insurance | □ Yes □ No |  |
| Business Plan (A business plan will be required for a new / speculative venture with ongoing maintenance costs and where regular income is required in order to sustain the venture) | □ Yes □ No |  |
| Forecast of income and expenditure for the next 2 years (unless included in a business plan) | □ Yes □ No |  |
| Copies of written estimates / catalogue pages for all items of expenditure | □ Yes □ No |  |

***PLEASE NOTE: We will only be able to process your application when we have received all the relevant information listed above and the parish council may request some additional information in support of your grant application in order to reach a fair decision.***

**Completed Application**

On completion of this application form please email together with your supporting documents listed to:

🖳 clerk@bramhamparishcouncil.org.uk

**Contact details for postal applications and any questions or queries**

🖂 The Clerk to The Council, 1 Fossards Close, Bramham, LS23 6WD

🕿 01937 841328

Please keep a copy of this application for your own records