

SILVERDALE PARISH COUNCIL



GRANT APPLICATION FORM Sec.137

(Local Government Act 1972)

Please complete this form to apply for a grant from Silverdale Parish Council. If you require assistance or if there is anything that you do not understand you can contact the Parish Council Clerk, who will be happy to help. Completed application forms and **all relevant documents** (see page 5) must be returned **at least 10 days** before the next meeting to the Parish Clerk, Debra Powell Email clerk@silverdale-staffs-pc.gov.uk who will submit your application to the Council on your behalf. You may send your application electronically by email.

PLEASE RETAIN A COPY OF YOUR APPLICATION

Q1 Contact Details

Name of Organisation:

Address:

Post code:

Telephone number:

Email:

Website:

The main contact person should be someone from your organisation who can discuss the application. Please give a second contact in case the main contact is unavailable.

Silverdale Parish Council will retain the contact details you provide solely for the purpose of processing your grant application.

	Main contact person	Second contact person
Name		
Position		
Telephone Number (if different from above)		
Contact email		
Best time to contact		

Q2 - What type of organisation are you? *(Please tick*

- ☐ **Registered Charity -**
- ☐ Not for profit Company - Number:
- ☐ Community Interest Company - Number:
- ☐ Community Group/Club/Society
- ☐ Other *(Please explain)*

Q3 - When did your organisation start? Please give date:**Q4 - What does your ORGANISATION do (its overall aim or mission)?***Continue on a separate sheet if necessary***Q5 - Please describe how your organisation involves people who use the service or the community you serve in planning your work?***Continue on a separate sheet if necessary***Q6 - How many people are involved in running your organisation?**

Management committee members

Full Time Staff

Part Time Staff

Volunteers

Q7 - What is your ORGANISATION'S annual income?

Financial Year:

Income (£) _____ Expenditure (£) _____ Free Reserves (£) _____

Q8 - Describe your project or service

Please tell us what you will do with the funding you are applying for.

Continue on a separate sheet if necessary

Q9 - Why is the project or service needed?

(Please outline the need for the project or service.)

Continue on a separate sheet if necessary

Q10 - What will be achieved/what are the outcomes?

(Tell us what changes, benefits or other effects you expect to happen as a result of this project or activity.)

Continue on a separate sheet if necessary

Q11 - How will you measure your outcomes/progress/success?

Continue on a separate sheet if necessary

Q12 - How will your group continue after the proposed funding for this project has finished?

Continue on a separate sheet if necessary

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Q14 - If you are applying to other sources for funding this project, please fill out the table below (we have given an example)

Source	Tick here (<i>if already secured</i>)	Amount (£)
Eg: National lottery	✓	£1,500

Q15 - Please provide a breakdown of the total budget showing how the funding from Silverdale Parish Council would be used:

[illegible]

Total:

Grant payments are made by CHEQUE or BACS.

Your Bank Details:

Name and address of Bank/Building Society.....

Account Name (name payment should be made to).....

Account Number.....Sort Code.....

Name of Signatories 1.....

2.....

Q17 - Has your organisation previously received funding from Silverdale Parish Council in the last 3 years?*(This information is for monitoring purposes only and will **not** influence the outcome of your application.)***Q18 - Has your organisation or any of its officers been subject to any formal complaints or investigation.***(If yes please provide further details on a separate sheet)***DECLARATION:**

1. I am authorised to make an application on behalf of the above organisation.
2. I certify that the information contained in this application is correct.
3. If the information in this application changes in any way I will immediately inform the Clerk of Silverdale Parish Council.
4. I give permission for Silverdale Parish Council to record the details of my organisation electronically and to contact my organisation by phone, mail or email for any further information regarding this application, **should this be necessary.**

Signed:**Date:****CHECKLIST**

(Where applicable)
Please enclose the following documents with your application.

We cannot process your application until they have been received.

- ☐ A signed copy of your latest annual accounts
- ☐ A signed copy of your constitution or set of rules
- ☐ Copies of written estimates or catalogue pages, if you are applying for a grant to purchase equipment.
- ☐ A **photocopy** of **one** bank statement from the last 3 months
- ☐ Names and addresses of all management committee members, with **cheque signatories** identified.

Depending on the nature of your project or activity, we would expect you to send us additional documents if relevant:

- ☐ Child Protection or vulnerable adult protection policy (*if you are working with these groups*)
- ☐ Health and Safety Policy
- ☐ Equal Opportunities Policy Statement

Well done – you’ve finished. Good luck with your application!

For Council Use:

Date of application received:.....

Application number.....

Date of submission to Council.....

Full amount approved? Yes No

Part amount approved? Yes No **How much?** £

Reasons for refusal or part refusal: