

**BURSTALL PARISH COUNCIL
GRANT APPLICATION FORM**

Please complete all questions including signing and dating the declaration at the end of the form. Where a question is not applicable, please enter N/A on the form.

If you wish to provide additional information or expand on a question, please provide an attached sheet.

Submission of this application does not automatically mean that an award will be granted. Burstall Parish Council reserves the right to award grants at discretion. Only one project per application will be considered.

Name of Group/Organisations			
Contact Name		Position	
Address			
Telephone		Email	
Website			
Is your organisation a registered charity?	Yes / No	If Yes, Charity Number	
Brief description of your group/organisation's main purposes/activities			
Please provide the number, or percentage of members that belong to the organisation and live within the Burstall Parish area.			
Project for which grant is required			

How will this project benefit the parishioners of Burstall?			
Total Cost of Project		Amount of Grant Requested	
Have you received, applied or intend to apply for funding from any other source for this project?			Yes / No
If Yes, who have you applied to or who do you intend to apply to. Please provide details of the success/failure of the application and amount requested.			
How much of the total cost do your group/organisation intend to raise yourself and how?			
How will the project be delivered?			
When will the project start and be completed by?			
Organisation's Bank Details			
Sort Code		Account Number	
Account Name			

Please tick to confirm you have included the following documentation with your application (please enter n/a if not applicable):

- A copy of your most recent financial accounts
- Copy of your organisations Constitution, Terms of Reference or Rules

DECLARATION

Please sign the following declaration and return this form together with all supporting documentation required to: the Clerk to Burstall Parish Council,

Email: clerk@burstall-pc.gov.uk

Please ensure the person signing the declaration on behalf of your organisation has the appropriate authority to do so.

“I confirm that the information contained in this application is correct to the best of my knowledge. I agree that any money awarded by Burstall Parish Council as a result of this application will only be used for the purposes stated in the said application.

I confirm that the proposed project is lawful and conforms to any rules governing our group/organisation. I further agree to providing copies of receipts and invoices etc. if requested to Burstall Parish Council, to confirm to them exactly how the money has been spent if the application is successful.

I understand that all money awarded must be repaid to Burstall Parish Council and my organisation will not be able to apply for future grant applications in the following circumstances:

- If a false declaration is made, or if any information contained in the application is found to be false, inflated or exaggerated;
- If the proposed project does not proceed/or is abandoned for any reason or if the organisation disbands during the period of the grant;
- If the organisation does not provide requested invoices and receipts confirming how the money has been spent or does not comply with any other conditions stipulated in the award”.

Signed

Print Name.....

Position in the organisation.....

Date