

# Fordham Parish Council

## Grant application form

### Question 1: Information about you or your organisation

#### **1a: Your organisations name**

This should be the name given in your constitution or set of rules (we may ask to see these)

#### **1b. Your Project Name**

#### **1c. Your Organisation's official address:**

#### **1d. Main contact name and phone number**

This must be somebody who we can contact to talk about the application

**1e. Contact's Position**

For example, Treasurer or Secretary

**1f. Address for correspondence if different from above**

**1g. If your organisation is a registered charity, please give a registration number**

**1h. What are the main activities of your organisation**

**Question 2: General information about your project**

**2a: Please describe the project location or venue**

**2b: Give a brief description of the project**

Please tell us what this project is about and what its aims are, please continue on another sheet if necessary

## **2c: What is the intended final outcome(s) of your project?**

## **2d: Brief Timetable for the project from beginning to end**

Give the proposed start and finish date of the project. List proposed stages or activities and say when they will happen. If you have already done some preparation work or research please list this as well.

## **Question 3: Finance and Other Funding**

### **3a: Please indicate what your organisation has done to obtain funding from other sources.**

Include letters of completed applications from other bodies, sponsorship from local businesses etc.

**3b: Please indicate what fund raising events your organisation has carried out or plans to carry out to raise funds for this project.**

**3c: Please indicate how much your organisation intends to contribute to this project from its own reserves.**

**3d: Tell us how much money you need for your project and give a break down of what the money is for.** Where possible please include at least three estimates for work or equipment.

Item or Activity	Total Cost

**3e: How much are you requesting from the Parish Council**

**£**

**3f: Does your organisation have a bank account**

**Yes**

**No**

**If Yes i) what is the account name? .....**

**ii) what is the current balance? £**

**3f: Does your organisation hold any savings or investment accounts?**

**Yes**

**No**

**If yes what is the current balance? £**

**Please provide a copy of your most recent accounts. If you do not have any accounts please explain why.**

**Please include with this application:**

- 1) You most recent accounts
- 2) Any supporting evidence for the need of the project
- 3) Evidence of secured funding or applications for other funding
- 4) Estimates for work/equipment.

**Declaration**

I confirm that I am authorised to sign this declaration. The information in it is correct to the best of my knowledge. If this application is successful the grant will only be used for the purposes specified in this application.

**Signed:** .....

**Date:** .....

**Position (if applicable)**.....

**Return Completed forms to:**

***Please note: the Council reserve the right to request further information it ascertains is necessary in the consideration of your application.***