

WILBARSTON PARISH COUNCIL

Application for Grant for Voluntary Organisations Form

Applications must be accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation (e.g club/group)	
2.	Name on bank account (for cheque payments)	
3.	Contact Name Position with the Group Address Email of Contact	
4.	Telephone Number of Contact	
5.	Is the Organisation a Registered Charity? Charity Number	Yes/No
6.	What does your organisation do? Please describe the services/activities it provides and its aims and objectives	
7.	Does your organisations have a constitution or set of rules?	Yes / No
8.	Number of members in your organisation	

9.	Number of members' resident in Wilbarston	
10.	Amount of grant requested	£
11.	For what purpose, activity or project is the grant requested?	
12.	Why is there a need for this activity or project?	
13.	How will this activity benefit the residents of Wilbarston?	
14.	What will be the total cost of the above project? (breakdown costs into appropriate headings e.g publicity, equipment, training etc.)	£
15.	If the total cost of the project is more than the grant, how will the residue be financed?	
16.	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	
17.	Who will benefit from the project?	
18.	Approximately how many of those who will benefit are parishioners?	
19.	What is the total income for your organisation in the last financial year?	

20.	What is the total amount spent in the last financial year?	
21.	What is the current unrestricted reserves or savings you organisation holds?	

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed..... Date.....

To be signed by an authorised person within the Organisation e.g. Committee Members, Office holder or Trustee

I have read and noted the Town Council’s Grant Application Guidelines relating to this application and agree to abide by the conditions listed if a grant is awarded by the Council.

I agree to provide a report, including photographs, to the Council indication how any grant awarded has been spent, within two months of completion.

Signed.....

Date.....

Print name.....

Checklist of information:

- Have you answered every question?
- Have you signed this form?
- Have you included a copy of your Organisation’s constitution / set of rules?
Or explained why not?
- Have you included a statement of accounts for the last financial year (e.g. receipts and payments plus the bank balance)? It is preferable, but not essential, if the accounts have been audited
- Have you submitted any supporting documents? If so, please list them below:

Please return your completed application form to:

Mrs Becky Jones - Clerk
 Wilbarston Parish Council
 1 Castle Road
 Wellingborough
 NN8 1LL
 clerk@wilbarstonparishcouncil.gov.uk

GRANT RECOMMENDATION SHEET

Office Use Only

In respect of the grant application

Date Received:	
Name of Applicant:	
Email:	
Telephone No:	
Purpose of Grant :	
Amount of Grant:	
Legislation/Power:	
Date application Acknowledged:	
Criteria (1) Not for profit	YES/NO
Criteria (2) Not for running costs	YES/NO
Criteria (3) Previous Accounts	YES/NO
Criteria (4) Element of self-help	YES/NO
Criteria (5) Three quotes (more than £500)	YES/NO
Criteria (6) Specific Component of larger project	YES/NO
Criteria (7) Evidence of Spend	YES/NO
Criteria (8) Application refused	YES/NO

Approved Councillor's Recommendation

Recommendation:

Office Use Only

Date recommended/refused by Committee?	
Full Council Approval: Date:	Resolution No:

Cheque No:	Date of Cheque:	Date cheque sent:
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