

YEOVIL WITHOUT PARISH COUNCIL

15 Heather Way, Yeovil, Somerset, BA22 8DZ

Tel: 01935 479975 Email: clerk@yeovilwithoutparishcouncil.gov.uk

GRANT APPLICATION FORM - adopted 26th Feb 19

Please complete this form as clearly as possible and return it to the above address. *The application form (only) will be circulated to all Members of the Council for consideration. The supporting documentation will be assessed by the Council's Grant Steering Group and the Clerk/Responsible Financial Officer.*

Please refer to the councils policy, procedure and guidelines before the completing this form.

DETAILS OF ORGANISATION	
Name	Registered charity - Yes/No If yes, please give registration number
DETAILS OF PERSON APPLYING ON BEHALF OF THE ORGANISATION	
Name	
Position held (e.g. Chairman, Secretary or Treasurer):	
Correspondence address:	
Email address:	
Telephone number:	
ABOUT YOUR ORGANISATION/GROUP	
What type of organisation/group are you? (Delete as appropriate) Unregistered community group/club/society/ Other (please state):	
How long has the organisation/group been in existence?	
Do you have a Constitution or a set of governing rules? Yes/No* <i>If yes, please provide copy with this application.</i> <i>If none available, please explain management structure on a separate sheet.</i>	

What area does your organisation/group cover?

The Council can only fund grants to organisations/groups who can demonstrate direct benefit to residents of the Yeovil Without Parish

Yeovil Without

Other (please state):

Are you VAT registered

Yes/No

VAT No.

What are your membership fees/annual subscription fees**Entry Requirements****Current size of membership of Organisation****YOUR ORGANISATION'S FINANCES****Financial year (please state):****Income** £**Expenditure** £**Reserves** £**BENEFIT TO YEOVIL WITHOUT PARISH****Please describe how your Organisation helps to benefit the people of Yeovil Without – include supporting information as necessary**

DETAILS OF GRANT REQUEST

Purpose of Grant - Please note that retrospective applications will not be considered. The purpose should not be for a regular item of maintenance or such other revenue item, e.g. ongoing expenses and staffing costs.

Amount of grant - You must indicate how much money you are seeking from Yeovil Without Parish Council. Applications not specifying an amount will not be considered.

How much does the organisation or group expect to raise by its own efforts and how?

If there is a shortfall how will the rest be funded?

Outstanding grant applications - Please give details, including amount(s), of outstanding applications for financial assistance from other sources.

Details of any grant received from Yeovil Without Parish Council in the past five years.

Please include amount(s)

Details of any other grants received from other sources in the past five years

Please include amount(s)

How will this grant benefit your organisation?

Reasons for not providing supporting financial information (where applicable)

PAYEE DETAILS FOR ANY FUNDING AWARD

All grant funding will be paid by cheque

Name of payee organisation as it appears on bank account:

If there is any other information which you consider to be relevant to your application, please provide details below or on a separate sheet if required.

DECLARATION

This declaration must be signed by an authorised person within the organisation or group, e.g. Committee Member, Office Holder or Trustee.

1. I am authorised to make the application on behalf of the above organisation.
2. I have read and noted the Council's grant awarding policy relating to this application and agree to abide by the conditions listed if a grant is awarded by the Council.
3. I certify that the information contained in this application is correct.
4. If the information in the application changes in any way, I will inform the Council.
5. I give permission for the Council to record the details of my organisation electronically and to contact my organisation by phone, mail or email regarding this application.
6. If the application is successful, I give permission for the Council to publicise the project/activity in the local media and on its website.
7. I agree to provide a report, including photographs, invoices to the Council, indicating how the grant awarded has been spent in accordance with the YWPC grant awarding policy.

Signed

Date

CHECKLIST

Please enclose the following with your application. We will only process your application when we have received them.

	Please Tick
Signed application form, with every question answered	
Latest audited annual accounts	
Constitution or set of rules (if not applicable please state so)	
Copy of bank statements for past two years/accounts	
Copies of written estimates/quotations for equipment	

If possible, please email a copy of the grant application (with all supporting documentation) to the Clerk (clerk@yeovilwithoutparishcouncil.gov.uk) or alternative send your completed application and supporting documentation to: **Yeovil Without Parish Council, 15 Heather Way, Yeovil, Somerset, BA22 8DZ**

You are advised to keep a copy of this application for your own records.

For internal admin use only:

Date application received: _____ Application reference no: _____

Application meets criteria:
Yes/No* If no, give reasons:

Grant Steering Group recommendation

Meeting Date/Minute No.

Date applicant notified of outcome: