

APPLICATION FORM FOR GRANTS

1. GENERAL

The Parish Council provides limited amounts of Grants to local organisations to help their funding and projects. The amounts awarded are solely at the Council's discretion, and all claims should be received by the Council by 30 November for awards in the following financial year (commencing 1 April). Therefore if you wish to claim for a Grant for the year commencing 1 April 2016 it must be with the Clerk to the Council by 30 November 2015.

There are stricter rules which apply should your organisation want more than £250 in any financial year.

All applications should be accompanied by a copy of your organisation's latest financial statement.

2. ABOUT YOUR ORGANISATION

Name of organisation.....

Name of Applicant.....Position in Organisation.....

Address for correspondence

.....

Phone Number.....E-mail address.....

Does your group have a constitution?.....If so please supply a copy

Does your group have a bank account?.....If so please provide details

3. HOW MUCH DO YOU WANT TO CLAIM?.....

*If you want to claim £250 or less the Grant will be paid in a lump sum after the first PC meeting of the financial year. There will be no requirement for your organisation to account to the PC for the way it has spent the Grant.
 No organisation will be given more than one Grant of £250 or less in any financial year.*

If you want to claim over £250 it will be necessary for you (or a colleague) to discuss the application with PC members at a meeting to be held in either December or January each year, which should include an agreement with the PC how it wishes the Grant to be paid - this will normally be by means of staged payments.

*The PC will require evidence of the expenditure for each claim except where such payments are contributing to the day to day administration of the organisation.
If your claim for more than £250 is successful a feedback form will be sent to you for completion.
If the Grant is given for a specific project the PC will require evidence of the fulfilment of the project.*

4. WHAT DO YOU WANT THE MONEY FOR?

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5. Signature..... Date.....

6. PLEASE RETURN THIS FORM (AND LATEST FINANCIAL STATEMENT) BY 30 NOVEMBER TO :

Roger M Greenwood
The Clerk
Heptonstall Parish Council
The Mallards
Underbank
HEBDEN BRIDGE
HX7 6PP

Tel : 01422 844283

E-mail : rmghpc@hotmail.com