

COXHEATH PARISH COUNCIL

Grant Application

This pack contains:

- **Notes to help you with your application**
- **Our Application Form**
- **A Final Checklist**

INFORMATION FOR APPLICANTS

We have written these notes to help you with your application. Please read them before you fill in the application form.

The following points are important. Please read them carefully:

- Your project must be able to demonstrate local community benefit.
- When you apply, it is important that you describe the community benefit your project will bring. The benefit must be for the local community within the Parish of Coxheath.
- All grants given are one-off and, for one year only. If your project will continue over a longer period, you will need to show in your application that you have plans to cover future costs.
- We do not fund projects, which have already been completed, or costs you have already incurred before making your application. Your project must be committed to a start by the end of the current financial year.
- Any grant you receive will be specifically for the project described in your application. It must not be used for any other purpose.
- We do not require that your project has funding from other sources too (eg matched funding), but if it will have, you should show this in your application. This helps us to understand the size and scope of your project.
- You can apply up until the **end of February of the current financial year**. If your application comes in later than this, we may defer it to be considered in the next financial year, but we cannot guarantee this.
- We will only consider your application if you have provided answers to all of the questions on the application form and have given us enough information to understand your project properly.

- You are expected to demonstrate that you have tried to obtain funding from other sources **BEFORE** approaching the parish council for a grant.
- Evidence of the use of the full grant amount for the agreed purpose must be provided to the Parish Council within six months of the funding being transferred. **Should the evidence not be received the Parish Council will request the return of the funds.** Where requested by the Parish Council, grants will only be paid following receipt of appropriate invoices.
- **Grant funding provided by the Parish Council must only be used for the purpose specified on the grant application form. If the applicant wishes to use the funds for a different purpose a new application must be made to the Parish Council.**
- Please also note that the project shall be instigated within 6 months of receiving the grant. Any unused grant money received for work not subsequently undertaken may need to be refunded. The applicant also undertakes to complete and return a progress report regarding the project as may reasonably be requested.
- Any unused grant money for work not subsequently undertaken may be deducted off any further grant applications.
- The Parish Council reserves the right to make grant funding available on a drawdown basis. Funds will be provided on receipt of either a current quotation, estimate or invoice from the provider/installer as evidence to justify the costs.

Please note that if you do receive a grant, we will expect that any publicity you give to your project will acknowledge the Parish Council's grant towards the project's costs.

Application Form

Date of Application

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(Please complete all sections. If you fill the form in by hand, please write clearly and use black ink)

SECTION ONE: ABOUT YOU
<p>1.1 Name of group/organisation applying for a grant.</p>
<p>1.2 Please give two contacts in your group/organisation of which one must be the main contact. Please provide us with both contacts address, telephone numbers and e-mail address.</p>
<p>1.3 If your group/organisation is a Registered Charity, please give the number below:</p>
<p>1.4 What type of group/organisation are you and the date of when was it formed? (Please tick one only):</p> <p> <input type="checkbox"/> Youth organisation <input type="checkbox"/> Parish/Town/District Council <input type="checkbox"/> Voluntary/local organisation <input type="checkbox"/> School <input type="checkbox"/> Church or Faith Group <input type="checkbox"/> Other (Please specify below) </p>
<p>1.5 Have you previously received a grant from the Parish Council? (Please tick one)</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>
<p>1.6 If you have answered Yes to Question 1.5, please give details below. (Please give details of what the previous grant was for, how much was received and when)</p>

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SECTION TWO: ABOUT YOUR PROJECT

Title of Project: (please ensure to give your project a title)

2.1 Please briefly describe your project below (maximum 100 words)

2.2 Will the project require planning permission? Y or N
If Y please give details of the permissions required and state whether these have been obtained.

2.3 Please describe the benefits your project will bring to the community
(Please be as specific as you can, and describe who will benefit, how, and by how much?)

2.4 Which group(s) below will receive the main benefits from your project?

(You may tick more than one)

- 0 - 5 years 60+ years
 5 -11 years
 11 -18 years
 19 - 60 years

2.5 When will your project start?

(Please be as specific as you can)

2.6 When will your project be completed?

(Please be as specific as you can)

SECTION THREE: THE COST OF YOUR PROJECT

3.1 What is the total cost of your project?

3.2 Does your group/organisation have its own bank account if yes please provide us with the bank account name and bank name & address.

3.3 What amount of grant are you seeking in this application?

3.4. Have you or are you planning to seek, grants towards any part of this project from elsewhere? You are expected to demonstrate that you have tried to obtain funding from other sources BEFORE approaching the parish council for a grant

Please provide a quote/estimate for any work /equipment which forms part of the project costs.

Please give details of the total costs of the project in the following table. Please provide supporting evidence for costs.

Item	Cost	Parish Council Grant
Total		

If the grant you are seeking is less than the total project costs, please say where you will be getting the remaining funding from.

Tell us how much it is, and whether you have secured it yet [tick the relevant box]. It is important that you list details of any other applications you have submitted.

Funding source	Amount	Secured		Yet to be secured	In kind contribution
Your own contribution					
Total					

Please check:

- **Have you answered all questions on the application form?**

We will not consider your application if it is not complete.

- **Does your organisation have a bank account? See 3.2 *We will only make the grant payable to an official bank account for your group/organisation***
- **You have sent us a copy of your most recent bank or building society statement. We do not need to see transactions, they can be obscured or redacted.**
- **You have enclosed supporting evidence for the need for this project**
- **You have enclosed quotes for any materials or services, which this grant will be used to cover**
- **You have enclosed a breakdown of costs for this project**

Declaration:

Title of project:.....

If this application is successful, I confirm that the grant will only be used for the purposes specified in this application and that I will comply with all the terms and conditions attached with the grant.

I confirm that I am authorised to sign this application on behalf of my group/organisation. I understand that the statements contained within this application are true and that the information provided is correct.

Signed:.....

Name: Please Print :.....

Position in the group/organisation applying for the grant:.....

Date of application:.....

Please send your completed form by email to:

Irene Bowie
Clerk and RFO Coxheath Parish Council
clerk@coxheathparishcouncil.org.uk

or by post to

Irene Bowie
Clerk and RFO Coxheath Parish Council
c/o Pollyfield Cottage Scragged Oak Road
Detling ME14 3HD