

# Parish Grant Scheme 2016

## Application form

Name of group:	
Main group contact: (full name and title)	
Position in group	
Address	
Telephone	
E-mail	
Provide a detailed description of the project and who will benefit from it	
Say how you know there is a need for your project	
What are the full costs of the project (including VAT if applicable)	
Where is other funding from the project to come from? (Tell us the funder and the amount you expect from them)	Funder ..... £..... Funder ..... £..... Funder ..... £..... Funder ..... £.....

Please tell us the stage at which your other applications are at, ie just applied, awaiting outcome of application or funding confirmed.	
What contribution to these costs would you like from the parish council?	£ .....
Is this contribution for a specific element of the project?	
What is the structure of your organisation?	Informal group <input type="checkbox"/> Registered charity <input type="checkbox"/> Other <input type="checkbox"/> Please give details below  .....

Supporting information checklist

Where relevant please ensure that the following documents are submitted with your application (accounts and bank statements must always be submitted).

	Tick to confirm enclosure
Group constitution or set of rules	
Copy of the most recent/audited accounts	
Evidence of planning permission (if necessary)	
Quotes for capital items and works over £500	
Three most recent bank account statements	
Twelve month forward plan: activities and finance (applications £2,500 and over)	

Please return to:

HANNAH SAUNDERS CLERK AND RFO  
 PO Box 1947, Bristol. BS37 0BU  
 Or email scanned copy to  
[clerk@charfieldparishcouncil.org.uk](mailto:clerk@charfieldparishcouncil.org.uk)

**Deadline for submission: 4<sup>th</sup> January 2016**