

# TATENHILL & RANGEMORE

## PARISH COUNCIL

### APPLICATION FORM

#### 1. General Note to Applicants

You should use this application form to apply for a grant from Tatenhill & Rangemore Parish Council.

Failure to complete all sections and provide all the necessary information may delay the application and grant payment process.

#### 2. Applicant Contact Details

2.1 Name, address, post code of **organisation applying for grant** ("the Grantee"). *NB: must be the same as 6 (Name of account) or, if not, an explanation given*

**Name of Organisation:** .....

**Project Name:** .....

**Address:**

**Post code:**

**Is your Organisation a Registered Charity**.....

**Please give Registration Number**.....

**Please supply a copy of the Constitution, Trust Document or any other document which sets out what your organisation aims to do.**

**Please let us have a copy of your last year's accounts showing details of any reserves your organisation has.**

**Do you have a Business Plan – if so please provide a copy**

**How is your organisation funded**

**2.2 Name, address, post code and telephone number of person who will deal with correspondence on behalf of the above organisation.**

Name:

Address:

Post code:

Telephone number (day)

Mobile:

Email: bristow.adare@tesco.net

**3. Summary of Project and Costs**

3.1 Please give a brief summary of the project or activity, listing items or materials with their cost to equal the amount of grant requested, including specifically what the grant would be used for.

*[Note an application may be made for a project that is part of a larger scheme, but if so please indicate how the remaining funds will be raised. Supporting material may, if you wish, be attached.]*

3.2 How would your project benefit the residents of Tatenhill Parish and meet the Council's current objectives?

3.3 Would the project involve improving any land or buildings? If so, who is the owner of

the land or buildings? Has their consent been given? Provide location maps if possible. If a church is involved, has a faculty or other permission been obtained from the Diocese (please attach a copy)? If applicable has Planning Permission/Building Regulation Approval been granted

#### 4. Funding Required and Timescale

4.1 How much money do you wish to apply for from Tatenhill Parish Council?

£

4.2 When will the funding be needed?

Date ...../...../.....

4.3 What is the total cost of the project?

£

4.4 If you are applying for funding that is less than the total cost, has the balance already been raised?

*NOTE: We will not be able to pay the grant until the balance has been raised or secured and applications asking for immediate funding in these circumstances will normally be returned.*

4.5 If the answer to question 4.4 is no, when do you expect the balance to be raised?

Date ...../...../.....

#### 5. Certification

5.1 We certify that the Project details given in section 3 are correct and the proposed grant will be spent on that project.

5.2 We undertake with the Council that if a grant is made towards the Project, the Grantee will fully comply with all the conditions set out in section 7 below.

5.3 **DELETE one of the two following paragraphs, option a) or b)\*:**

\* Your Application will be returned to you for further consideration if this is not done. Immediate payment will not be made if any balance of funding necessary for the project to go ahead will remain outstanding.

a) We certify that the Project will proceed immediately on approval of the grant and we apply for payment on production of the relevant invoices/receipts.

OR

b) We certify that the Project will not proceed until we have secured all the necessary funding for the Project and that we will notify you in writing when payment is required, with evidence of the other funding we have obtained.

5.4 We certify that we are authorised by the Grantee to sign this document on the Grantee's behalf and that the Grantee will be legally bound by it.

**Signature of applicant** (i.e. the person whose name and address is given in paragraph 2.2):

.....

**Name (print):**.....

**Date:**.....

**Position in organisation (e.g. Secretary, Chairman, etc):** .....

## **6. Payment Arrangements**

If a grant is approved payment will be made by cheque to the Organisation detailed in Para 2

## **7. General Conditions of Grant**

7.1 The Grant is non-transferable.

7.2 **Project costs incurred before the approval of the grant will not be accepted.**

7.3 If it is established that the project will cost less than the grant awarded the Grantee will immediately refund the difference to the Council.

7.4 The Grant is made on the basis that the Grantee agrees to acknowledge the support of Tatenhill Parish Council

7.5 No part of the grant shall be used for the publication or promotion of material or any

material which in whole or in part appears to be designed to affect public support for any political party or group or for the promotion of sex, alcohol or illegal substances.

7.6 The Grantee shall not sell or dispose of any equipment or goods purchased with the grant without first receiving the Parish Council's written consent. But this paragraph shall not apply to any equipment or goods which through use has reached the end of its economic life.

7.7 After the expenditure of the grant the Council may request such information as it considers necessary to prove that the grant has been properly spent. This information may for example include copies of newspaper articles, photographs, receipts and inspection of any equipment purchased. The Grantee shall keep all receipts and documentation relating to the project for at least six (6) years after the receipt of the grant and will permit authorised representatives of the Parish Council to inspect them.

7.8 During the operation of the project the Grantee shall adopt and maintain equal opportunity and anti-discriminatory practices.

[Note: for some types of grant, especially those for the improvement of buildings, additional conditions may be necessary.]

For Office use only:

Date Received	
Meeting Date	
Amount Granted	
Date Grant Paid	