

Kettleburgh Parish Council

Grant Application Form

You will need to read the Council's Policy before completing this form. Use black ink and block capitals if completing by hand. You may continue on a blank sheet if necessary, but please put the name of your organisation at the top of any additional sheets.

Your Project		
1.	Project Name or Working Title	
2.	You must be authorised by your governing body to make this application. Please give your name and details for correspondence	Title.....First name.....Surname..... Role..... Address..... Post Town..... Post Code..... Tel: (daytime).....(mobile)..... E-mail.....
3.	Describe your project that is in need of funding and state its aims and objectives	
4.	Set out the total cost of the project Give a breakdown of the costs driving your application Attach evidence of these costs, e.g. suppliers' estimates or price lists State where and when any grant will be spent	£

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5.	How will this project benefit the parish and/or residents of Kettleburgh?	
6.	How much grant aid are you requesting from us?	£
7.	Give details of any other funding awarded, applied for, to be applied for, or refused in respect of your project (Types, Amounts, Dates)	
8.	Has your organisation previously applied for a grant from us or another local council?	<p>Yes / No (strike through as applicable)</p> <p>If YES –</p> <p>Give details of the previous project and the date and amount of grant requested and received, if any. Was the project as described completed?</p>
9.	To what entity should any award cheque be made payable? (NB this cannot be an individual)	
	Your Group or Organisation	
10.	What is your group or organisation's name and what are its main aims and objectives?	
11.	Where do your main activities/projects take place?	

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12.	Are you a registered Charity, Trust, or similar community organisation? If yes, state your registered number	Yes / No (strike through as applicable) If Yes - Type of organisation:..... Reg. No:
13.	What size is your group or organisation, e.g. number of staff and/or members, and what is its governing body?	
14.	Do you charge a subscription?	Yes / No (strike through as applicable) If Yes what is the annual subscription? £
15.	Are there any comments you wish to make to support this application? Attach a separate sheet if you wish	

Confirm that you have enclosed the necessary documents:

- Constitution, Governing document or formal Rules
 - Your last full Accounts or other approved statement of income and expenditure
 - Budget
 - Background information about your group or organisation
 - Evidence in support of your costs
 - Your equal opportunities policy
- or, if not attached, tick to accept this declaration:
“To provide equal opportunities to all, irrespective of their gender, race, ethnic origin, disability, age, nationality, national origin, sexual orientation, religion, marital status or social class. We oppose all forms of unlawful and unfair discrimination.”
- Other material you consider relevant to support your application

Signed:

Name:**Date:**.....

Now please return this form and enclosures, preferably by email to:

pc@kettleburgh.suffolk.gov.uk

or by post to:

*The Parish Clerk, Kettleburgh Parish Council,
c/o Fortuna House, Badingham, WOODBRIDGE IP13 8JS*