

Goudhurst Parish Council



GRANT APPLICATION FORM

Name of Group / Organisation:			
Contact Name:			
Position in Organisation:			
Address:			
Telephone:			
Email:			
Is your organisation a registered charity?	Yes <input type="checkbox"/>	If yes, Charity Number	
	No <input type="checkbox"/>		
Do you have a bank account, which requires two unrelated people to authorise cheques and make withdrawals? This must be in the name of the organisation / group that it is applying for the grant.		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Brief Description of your group / organisation's main purpose / activities			
Please provide the number, or percentage, of Goudhurst Parish residents that currently use the service (if applicable).			
Details of any restrictions placed on who can use / access the organisation's services			
Details of the project for which the grant is required			
When will the project start? We do not offer retrospective funding.			

Will your project be completed within six months from receipt of your grant? If not, please explain why below.		Yes <input type="checkbox"/>	No <input type="checkbox"/>
How will this project benefit the parishioners of Goudhurst?			
Total Cost of project	£	Amount of Grant requested	£
Have you received, applied or intend to apply for funding from any other source for this project?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please give the name(s) of the other funder	
How much of the total cost do your group / organisation intend to raise yourself and how?			

Please tick to confirm you have included the following documents with your application.

1. A copy of your organisations written constitution or details of the aims and purpose.
2. Demonstration of a clear need for the funding.
3. A copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.
4. Evidence of any other award towards the project.
5. Any other supporting documentation e.g. quotes, needs analysis or survey results.

Please ensure that the person signing the declaration on behalf of your organisation has the appropriate authority to do so.

DECLARATION:

I confirm that the information contained in the application is correct to the best of my knowledge. I agree to that any money awarded by Goudhurst Parish Council as a result of this application will only be used for the purposes stated in the said application, and in accordance with the grant conditions detailed in the Parish Council's Grant Awarding Policy.

I confirm that the proposed project is lawful and conforms to any rules governing our group / organisation. I further agree to provide copies of receipts and invoices as required to Goudhurst Parish Council to confirm details of how the money has been spent if the application is successful.

I understand that all money awarded must be repaid to Goudhurst Parish Council and my organisation will not be able to apply for a future grant in the following circumstances:

- If a false declaration is made, or if any information contained in the application is found to be false, inflated or exaggerated
- If the proposed project does not proceed or is abandoned for any reason or if the organisation disbands during the period of the grant
- If the organisation does not provide the necessary invoices and receipts confirming how the money has been spent or does not comply with any other conditions stipulated.

I understand that details of the grant awarded will be included on the Parish Council website and Annual Report.

Signed: _____

Print Name: _____

Position in the Organisation _____

Date: _____

Please sign the above declaration and return this form together with all supporting documentation required either by post or email to:

Claire Reed
The Hop Bine
Risebridge Farm
Goudhurst Cranbrook
TN17 1HN

Email: Clerk@goudhurst-pc.gov.uk

Please contact us if you need help with the form or advice about your application.

NOTES:

- Please complete all questions and sign and date the declaration at the end of the form.
- Where a question is not applicable, please enter N/a on the form.
- If you wish to provide additional information or expand on a question, please provide on an attached sheet.
- Please refer to the Council's Grant Awarding Policy for full terms and conditions of grants.
- The deadline for returning completed applications will be advertised. Grant applications will be considered by the Council at the Parish Council meeting following the deadline advertised.
- Submission of this application does not automatically mean that an award will be granted. Goudhurst Parish Council reserves the right to award grants at their discretion.
- Only one project per application will be considered.