

# Parish Grant Scheme September 2018/February 2019

## Application form

Name of Applicant:	
Organisation Name (full name and title)	
Contact Details Address	
Telephone	
E-mail	
<b>Description of Project</b>  Brief summary of what the project is and how it will benefit the local community. Please include how, when and where the project will be delivered and for how long.	
What are the full costs of the project (including VAT if applicable) Are you able to reclaim VAT	Y/N (circle as appropriate)
If this is a partially funded project, 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 ..... £.....
How will the funding be used? Please provide a breakdown of costs e.g. for venue, staff, equipment etc	

What contribution to these costs would you like from the parish council? If VAT registered please supply Ex VAT figure	£ .....
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 of applicant or partner organisation	
Copy of the most recent accounts	
Estimates for capital items and works over £500	
Three most recent months bank account statements	

I declare that the above information is true and complete and that if funding is secured for this project through the Community Grant Scheme I will:

- a) confirm that the application criteria has been read and understood.
- b) ensure that all publicity and promotional material produced during the delivery of the project will give full acknowledgement to the funding given by Settle Town Council
- c) if the project is offered a grant it must fully comply in utilising the grant within 12 months of the grant being offered.
- d) The grant only to be used for the project/activity set out in this application form
- e) Complete the monitoring form

For and on behalf of:

(insert name of organisation)

Signature:

Date:

**Supplementary information will be accepted.**

Please return to:

[clerk@settletowncouncil.org.uk](mailto:clerk@settletowncouncil.org.uk)

Rebecca Hill Town Hall Market Place Settle BD24 9EJ  
01729 823617

Deadline for submission: Friday in 18<sup>th</sup> February 2019