

Grant Application Form and Notes

Please read these Notes before completing the Application Form.

FUNDING PROGRAMMES

	S137 SMALL GRANTS	AWARDS
Introduction	<p>The Parish Council will provide cash grants to organisations within the parish who can demonstrate a need and provide a service or facility which will benefit members of the community.</p> <p>It is acceptable for an application to benefit a specific sector of the community e.g. young people, disabled, sports etc., but consideration will be given to requests which give maximum benefit to the largest number of residents.</p>	<p>Awards of £50 - £500 will be allocated each year on the merit of the application. Greater consideration will be given to applications which are self sustaining i.e. they will pay for themselves over a period of time. Larger sums may be considered on an individual case by case basis.</p>
How to apply	<p>Complete the Application Form and post a copy of your application to:</p> <p>The Clerk Endon with Stanley Parish Council Unit 1B Station Buildings Station Road Endon Stoke on Trent ST9 9DR</p>	
Deadlines	<p>There is one application deadline each year:</p> <ul style="list-style-type: none"> • 30 November (for a decision by 31 December) <p>However, the Council encourages applicants to submit their application as early as possible.</p>	
What kind of project is NOT eligible?	<p>Parish Small Grants cannot be used for:</p> <ul style="list-style-type: none"> • general appeals • consumables (eg, stationery, scientific supplies, etc) • school, college or university fees • research or study by an individual school/college/university student • salary costs or professional fees • commissions for works of art • retrospective grants under normal circumstances • replacement of statutory funding • commercial activities • any project that is not within the Parish boundaries 	
Decision	<p>All applicants are notified by letter from the Parish. The decision of the Council is final and the Council is unable to discuss unsuccessful applications.</p>	<p>Successful applicants will receive their funding during January and are expected to report on their project at the Annual Parish Meeting in or around the following April</p>

COMPLETING THE APPLICATION FORM

- The Application Form should be completed in BLACK ink by hand using CAPITAL LETTERS or with a typewriter.
- Enter text in or tick the boxes provided. DO NOT ALTER ANY OTHER PART OF THE FORM.
- The form MUST be completed in English. Any financial information MUST be given in Pounds Sterling (UK£).

Section 1 – Project Leader

The Project Leader is the person or organisation leading the project or development and responsible for administering a grant if an application is successful. Please be aware that the council may need to contact the Project Leader during the assessment of the application.

Section 2 – Previous applications to the Parish

State any previous applications for funding to the council from the Project Leader or Project Partner(s).

Section 3 – Project background, proposal and implementation.

Enter a brief project description and the start and finish dates. Clearly explain the background to your project. Describe the project and how it will be carried out. Please be aware that the council is unable to consider projects that start before the advertised decision date.

Section 4 – Grant request

Give the budget for the amount you are requesting from the council. Please state EXACTLY what you would use any funds for in Pounds Sterling (UK£). Give as much information as you can and be aware of what the council cannot fund. You should be aware that successful applications may not receive the full amount that they request.

Section 5 – Other identified sources of Income.

Please give any other funding bodies supporting the project and whether the funding is guaranteed or pending. Only include funding that directly affects the project, not general financial support.

Section 6 – Project benefits

What will be the anticipated outcomes of your project? Word limit: 300 words

Section 7 - Declaration

Print one copy SINGLE-SIDED on PLAIN WHITE PAPER and sign.

Grant Application Form

Use this form to apply for a **Small Grant**.

Please read 'Grant Application Notes' at the beginning of this document before completing the form.

1. PROJECT LEADER

Organisation	
Surname	
First name	
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Professor <input type="checkbox"/> Other:
Position	
Department	
Address	
Town	
Postcode	
Telephone number	
Fax number	
Email address	

2. PREVIOUS APPLICATIONS TO THE PARISH COUNCIL

Date (mm/yyyy)	Ref number (if applicable)	Project name	Amount requested £	Amount received (if successful) £

3. PROJECT /background/project proposal and implementation.

Project description (maximum 255 characters, including spaces)

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Start date (mm/yyyy)

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Finish date (mm/yyyy)

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4. GRANT REQUEST

Total cost of the project

Grant request budget and amount	Description	£

5. OTHER IDENTIFIED SOURCES OF FUNDING

Guaranteed funding	Funding body	£

6. PROJECT BENEFITS

7. DECLARATION

I declare that I have read the Grant Application Notes, that the statements in the Application Form are true and that, if successful, I will abide by the terms and conditions set by Endon with Stanley Parish Council.

Signature	
Date	

The Parish Council seeks to disseminate information about projects that may be of interest to others. If you are willing to have details of your application made available to other individuals or organisations, please tick this box: