

CLAYTON PARISH COUNCIL

GRANT APPLICATION FOR GRANTS OF GREATER THAN £500

Name of applicant: _____ Contact Number: _____

Address: _____ Postcode: _____

Application on behalf of (group name): _____

Charity No (if applicable) _____ VAT No (if applicable) _____

•Grant requested _____ Total Project Cost _____

Description of Project for which you are requesting a grant, including details and costings:
(use a separate sheet if necessary)

How many people do you expect to benefit from the proposed grant? _____

What percentage of these live in Clayton? _____

Who provides your primary funds?

How much do you receive in primary funds? _____ Per year

What other grants have you received in the last 3 years (amounts and from who?)

Please supply your last balance sheet/audited accounts

If your group is being set up or has been running for less than a year, applicants must supply one business and one personal reference:

Business Ref:	Personal Ref:
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Please attach any other relevant information that you may think is appropriate for this project, e.g. insurance cover, health and safety issues, planning permission received, etc

Have you applied to other funding bodies regarding this current application (if yes and successful or not please specify)

What promotion can the Parish Council expect to receive from this project?

The Parish Council will ask to see evidence that the grant has been used in a manner for which it was intended. This must be provided within 4 weeks of the project being completed. Do you agree to provide such evidence?

Please note that the Parish Council may wish to purchase for you, or loan to you, any equipment that may be required for your project. Should the funding be approved, this will be determined at that time.

The following information must also be provided

Name to which the cheque should be made payable: _____

Address where cheque should be sent (if different from above):

Signature of Applicant: _____

Date: _____

**Please return completed form to Claire Hepton, Parish Council Clerk, 54 Clayton Lane, Clayton,
Bradford BD14 6PB.**

CRITERIA FOR APPLICATIONS

Applications will only be considered from groups/organisations that either operate in or benefit people who live in the Clayton Parish Council area.

Grants may be used to complement other sources of funding (e.g. Sports Council, Arts Council, Yorkshire Arts). Clayton Parish Council expects organisations to make every effort to be self supporting and a repeated application may be asked for evidence of this. The Parish Council may favour grants where other funding/fund raising has been secured. A statement of the financial affairs and fund raising activities already undertaken should be provided.

The recipient must provide Clayton Parish Council with a statement of how the money has been used.

The organisation should be a non-profit making voluntary organisation where membership is open and complies with current discrimination legislation.

No group which has applied for and received funding in consecutive years should automatically assume that funding will continue. Each application will be treated on its own merits.

Groups/organisations should normally expect only one grant per financial year.

Grants cannot be used to fund the promotion of religious or political activities.

Applications must be made on the correct form and returned to the Clerk of the Parish Council.

Applications must be properly costed or they will be refused or returned for further details.

The organisation must agree to acknowledge the contribution of Clayton Parish Council in any publicity material produced relating to the scheme supported.

Applications which could be interpreted as a request for sponsorship are specifically excluded.