



## SHENSTONE PARISH COUNCIL

Serving Little Aston, Shenstone, Stonnall, Shenstone Wood End, Lynn,  
Parish Council Office 25C Main Street Shenstone WS14 OLZ  
Tel: 01543 481 947 e-mail: [admin@shenstone-staffs.gov.uk](mailto:admin@shenstone-staffs.gov.uk) web: [www.shenstone-staffs.gov.uk](http://www.shenstone-staffs.gov.uk)

### COMMUNITY GRANT APPLICATION FORM 2018-19

Shenstone Parish Council will only grant fund up to a maximum of £1000.

Dependant on the request, the Council reserves the right to request additional information.

New applications may be denied if Section 7 of the Declaration has not been completed.

Successful applications will be awarded in April 2018.

*Please complete this form & return by FRIDAY 11<sup>th</sup> JANUARY 2019.*

#### CONTACT DETAILS

Name of organisation, e.g. Club, Group or Organising Group (for event):

Primary Contact:

Position held:

Correspondence address:

Telephone:

Email:

#### ABOUT YOUR ORGANISATION/GROUP

What type of organisation are you? (Unregistered community group/club/society/Registered charity/Other- please state)

Charity Registration number (if applicable)

How long has the organisation/group been in existence?

Do you have a constitution or a set of governing rules? YES/NO

Where is your organisation located?

(Direct benefits to residents who live within Parish Council boundaries must apply).

#### YOUR ORGANISATIONS FINANCES

Financial year (please state): Income:..... Expenditure.....

Reserves:.....

#### DESCRIBE WHAT THIS GRANT APPLICATION IS TO BE USED FOR?

Is it for a community event? YES/NO. If yes complete Section A below ONLY.

Is it for an item of capital expenditure or project? YES/NO. If yes complete Section B below only.

**SECTION A- GRANT FUNDING FOR AN EVENT**

Please provide a description of the event for which you are seeking funding with projected costs:

What is the anticipated total cost of the event? £.....

Who will benefit from the event (please include numbers of beneficiaries):

**SECTION B- GRANT FUNDING FOR CAPITAL PURCHASE/PROJECT**

This application must relate to a specific item of capital expenditure or project; it must not be for a regular item of maintenance or such other revenue item, e.g. ongoing expenses and staffing costs. Please provide a detailed description of the capital purchase or project for which you are seeking funding- Detailed projected costings or three quotations should also be supplied.

What is the total cost of the capital purchase/project? £.....

Who will benefit from the purchase/project (please include numbers of beneficiaries):

**SECTION C - GENERAL**

To be completed by all applicants

Amount for which the organisation/group is seeking in grant aid from the Parish Council: £.....

How much does the organisation expect to raise in funds towards this project by its own efforts and how?  
£.....

How will the rest of the cost be financed?

What other organisations may use the organisation or groups facilities?

What other organisations will benefit from this event/project/scheme?

Please provide name and account details of payee organisation as it appears on your bank account

Name of Payee:

Bank:

Branch:

Sort code:

Account number:

If there is any other information which you consider relevant to your application please provide details here or attach a separate sheet.

**DECLARATION**

This declaration must be signed by an authorised person within the organisation/group.e.g. Committee Member, Office Holder or Trustee.

1. I am authorised to make this application on behalf of the above organisation.
2. I have read and noted the Council's criteria relating to this application and agree to abide by the Conditions listed if a grant is awarded.
3. I certify that the information contained in this application is correct.
4. If the information in the application changes in any way, I will inform the Council.
5. I give permission for the Council to record the details of my organisation electronically and to contact my organisation by phone, mail or email regarding this application.
6. If the application is successful, I give permission for the Council to publicise the project/activity in the local media & on its website.
7. I agree to provide to the Parish Council full details of how the grant has been spent along with a report within two months of completion.

**SIGNED**..... **DATE**.....

Please ensure you enclose: your signed application form with questions answered  
Latest audited annual accounts  
Copy of latest bank statements  
Copies of written estimates/quotations for equipment/capital items

Please send completed application form (with all supporting documentation) to: Shenstone Parish Council, 25C Main Street, Shenstone WS14 0LZ.

You are advised to keep a copy for your own records.