

TIBSHELF PARISH COUNCIL

Grant Application Form

We accept grant applications from any group which works within the Parish boundaries to help our Parishioners and make our community a better place.

Please ensure all questions are answered in full. Please note that the Parish Council will not be able to process your application if any of the required information is omitted.

Applicants may be required to provide proof of expenditure for any previous grant by providing invoices, receipts etc. before a new application will be considered.

Guidance notes for you information and assistance are attached.

1.	Name of Organisation/Group seeking a grant as it appears on your bank account:
2.	Contact Person Position in Organisation/Group: Name Address Postcode Phone no. Email Website
3.	Full address of where your activities will be based:

4.	What is the purpose of your Organisation/Group and how do you make a difference to the community?
5.	Please give details of the purpose for which the grant is required, and define the section of the community who will benefit:
6.	What is the TOTAL cost of the scheme:
7.	Amount of grant funding requested from Tibshelf Parish Council: Please break this down per activity if applicable.
8.	Give details of other sources of funds to which you have applied for this scheme:
9.	Give details of any other grant you have received or expect to receive for this scheme:

10.	<p>Have you applied to Tibshelf Parish Council in previous years for funding? Yes / No If yes, please provide details below:</p>
11.	<p>If yes to question 9, did you provide any feedback to the Council detailing how effectively you used the grant? If not, please attach information to this application.</p>
12.	<p>Have you provided a copy of your latest financial accounts (showing your income, expenditure, reserves) and a copy of your latest bank statement? Yes/No</p> <p>If no, why not?</p>
13	<p>Please give details of your bank account: Bank: Account name: Sort Code: Account number:</p>

Please note the Parish Council is subject to the Freedom of Information Act 2000 and other related legislation. This means that most of the information you supply to the Council will probably be public. If you do not want any information released your grant cannot be considered.

Declaration of intent

This application needs to be signed by the person whose name appears as the contact at the beginning of the form.

I can confirm that the Organisation/Group named on the front of this form has authorised me to make this application.

I can confirm that all of the answers to the questions are true.

Signed:

Name:

Position:

Date:

The Parish Council requires a short questionnaire to be completed on any risks there may be in respect of applications for financial assistance. Therefore, in order to be satisfied that there will be no legal implications for the council if they do give a grant in response to your request, I would be pleased if you could kindly reply to the following few points.

QUESTIONS	TICK BOX OR ANSWER
1. Does the applicant/your group have adequate public liability insurance in the Group's name to a minimum of at least £2 million cover for any activities etc. which may benefit from the council's grant - a copy of your certificate will be required if your grant application is successful.	
2. Is the premium paid up to date (give date)	
3. Have police checks (DBS disclosure) been carried out for group members who deal with children and vulnerable adults	
4. What steps have been taken to minimise any accidents, loss or damage to property or people or property.	
5. Will the grant be repaid to the Parish Council if the event does not take place or the items that the grant is requested for are not purchased.	
6. Will the lack of a grant stop the event taking place or seriously curtail or reduce the activities of the group in any way	
7. Has the health and safety of members of the group or the public participating in an event been properly assessed and have satisfactory conclusions been drawn from this assessment	
8. Are you satisfied that all possible risks have been adequately covered by the systems and procedures you have placed in force for the event or for the use of the equipment purchased from the grant	

Signed by ChairmanDate.....

Signed by SecretaryDate.....