

## **EXPLANATORY NOTES FOR THE COMPLETION OF GRANT AID APPLICATION FORM**

1. Please enter the full and correct name of the organisation, and note that the cheque for any Grant Aid that may be approved will be made payable to this name.
2. If the organisation operates from premises with a postal address, please give this. If not, please give the address of the leader of the organisation.
3. Please provide this even if you have given an address for the organisation at question 2 – it may help us to know full details of the person taking responsibility for this Application.
4. This information will assist in considering your Application, and in communication.
5. This will be the address to which the Parish Council will write.
6. Please indicate if this number is for day or evening use – a daytime number would be appreciated for ease of communication.
7. Please advise whether the organisation is a registered charity, as this information will help in considering your Application.
8. State your objectives and criteria as clearly as possible, particularly as they relate to benefits for Bishopstoke residents.
9. Please answer this as fully and accurately as you are able, including the basis for any assumptions – the Parish Council has a statutory obligation to ensure that Grant Aid is used for the benefit of residents in the Parish.
10. Give the total amount of Grant Aid that you are seeking.
11. Please state the benefits / resources that would result from the payment of Grant Aid.
12. Break down the total sum sought so that it is clear to the Parish Council exactly to what use any Grant awarded will be put by your Organisation.
13. This should exclude the sum in Grant Aid that you are now seeking, and is important so that the Parish Council may assess what proportion of your Organisation's anticipated income any Grant of Aid might represent.
14. This should exclude any expenditure that it is intended would be covered by the Grant Aid that you are seeking, and again this is important to the Parish Council in assessing the effect of any Grant of Aid on your Organisation's overall position.
15. Please be as comprehensive as you can in answering this question, as again it is of considerable significance for the Parish Council to be able to assess this Application in relation to your overall funding plans and endeavours. As noted on the Form, it is important to highlight any other application that is for the same purpose as this Application.

Thank you.