



## **APPLICATION FOR GRANT FUNDING**

### **Notes to the application form:**

- Please read the Grant Awarding Policy (on the Parish Council's website) BEFORE completing this form.
- If you require assistance completing any aspect of this form or wish to discuss your eligibility please contact the Parish Clerk on 07791 313060
- Please complete the form clearly and fully in BLACK ink and BLOCK CAPITALS
- You are advised to keep a copy of the completed form.
- After completing the form please send it to the above address.

Name of Organisation	
Contact Name	
Position	
Address	
	Postcode:
Daytime Contact No.	
Email	

### PLEASE COMPLETE ALL QUESTIONS ON THE FORM

Q1. How would you describe your organisation? *(Tick all that apply)*

- |                                                          |                          |       |
|----------------------------------------------------------|--------------------------|-------|
| a) Voluntary Organisation                                | <input type="checkbox"/> |       |
| b) Community / Residents' Group                          | <input type="checkbox"/> |       |
| c) Registered Charity (Provide charity number)           | <input type="checkbox"/> | _____ |
| d) Company limited by guarantee (provide charity number) | <input type="checkbox"/> | _____ |
| e) Trust                                                 | <input type="checkbox"/> | _____ |
| f) Other, please state                                   | <input type="checkbox"/> | _____ |

Please give details of any organisation to which your group is affiliated.

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Q2. Does your group have membership? **Yes    No**

If yes, please give:

- |                              |       |
|------------------------------|-------|
| a) Current number of members | _____ |
| b) Annual subscription       | _____ |

Q3. Does your organisation have, please provide copies;

- |                           |                  |
|---------------------------|------------------|
| a) A formal constitution? | <b>Yes    No</b> |
|---------------------------|------------------|



- |                                                                                                                               |            |           |
|-------------------------------------------------------------------------------------------------------------------------------|------------|-----------|
| b) A Child Protection policy <i>(if applicable)?</i>                                                                          | <b>Yes</b> | <b>No</b> |
| c) A protocol for working with vulnerable adults <i>(if applicable)?</i>                                                      | <b>Yes</b> | <b>No</b> |
| d) Public Liability Insurance?                                                                                                | <b>Yes</b> | <b>No</b> |
| e) A Disability Audit if premises if applicable? <i>(see guidance notes)</i>                                                  | <b>Yes</b> | <b>No</b> |
| f) A Risk Assessment?                                                                                                         | <b>Yes</b> | <b>No</b> |
| g) A bank account operated by a minimum of at least two joint signatories? <i>(please provide most recent bank statement)</i> | <b>Yes</b> | <b>No</b> |

Q4. What is the aim of your organisation?

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Q5. How much financial assistance are you seeking from the Parish Council?

£ \_\_\_\_\_

Q6. If possible please provide a breakdown of how you intend to spend any grant awarded.

Items of Expenditure	Approx. Cost

Q7. How would the fabric of Cannock Wood or residents of Cannock Wood benefit from any grant awarded and how many inhabitants of Cannock Wood would benefit?

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Q8. Has the project you are seeking financial assistance with been started? **Yes** **No**

When will the project be completed? \_\_\_\_\_

Q9. Have you, or are you intending to, apply to any other agency during the current financial year for financial assistance to support your organisation? **Yes** **No**

If yes, please complete the following:

Agency/Grant making body	Amount requested	Amount awarded



Q10. How did you find out about the Parish Council's grant scheme?

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Q11. Is this the first grant application you have submitted to Cannock Wood Parish Council? **Yes** **No**

Q12. Where are the names of those who are trustees and those who are involved in the management of the organisation published (*web address*) \_\_\_\_\_

If not freely available elsewhere, please list the names of those who are trustees and those who are involved in the management of the organisation. (*Continue on separate page if necessary*)

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*Please provide with this application all required documentation in support of your application as listed in the checklist below.*

### Declaration

I submit this application on behalf of the stated organisation and believe that all statements contained herein and all accompanying documentation to be accurate to the best of my knowledge. I have read the Parish Council's Grant Awarding Policy and accept the conditions of grants and donations set out in that policy document. I understand that if the information supplied is found to be false in any way, the Parish Council may seek to recover the grant awarded.

Print \_\_\_\_\_ Sign \_\_\_\_\_

Date \_\_\_\_\_

### CHECKLIST

Document	Yes	No	Office use only	
Application form – all questions completed				
Q3. Documents where required				
Constitution				
Child Protection Policy				
Protocol for working with vulnerable Adults				
Public Liability Insurance				
Disability Audit of premises				
Risk Assessment				
Copy of last years audited accounts				
Copy of the last annual report OR alternative				
Copy of most recent bank statement				

### OFFICE USE ONLY

Date received			
Checked			
Initial			
Acknowledgement Sent		Date	