

**CHARNEY BASSETT PARISH COUNCIL**

**Grant Application**

Please read the guidance notes overleaf before completion

Organisation			
Contact Name		Position	
Email		Phone	
Bank		Sort Code and a/c No.	
Purpose of the Grant			
Who will benefit			
Amount requested (£)			
Reason for request			
Total Cost of project			
Other funding sources			
Project Timetable			
Statement <sup>1</sup> (Explain how the project fits the Council's grant criteria)			

Signature..... Date.....

Email completed form to [parishclerk@charneybassett.org.uk](mailto:parishclerk@charneybassett.org.uk)

<sup>1</sup> The criteria against which applications are assessed can be found here [link]

## Guidance on completion of the form

Organisation	<i>Insert name of organisation</i>		
Contact Name	<i>Name of individual dealing</i>	Position	<i>e.g. Secretary</i>
Email	<i>Contact email for correspondence</i>	Phone	<i>For convenience</i>
Bank	<i>Name of bank to whom any payment should be made</i>	Sort Code and a/c No.	<i>Details for any payment</i>
Project Details	<i>Include the name of the project, the location and what is involved</i>		
Who will benefit	<i>What are the aims of the project and who is it designed for</i>		
Amount requested (£)	<i>Insert amount of grant requested</i>		
Reason for request	<i>Provide details of the finances currently available, including a copy of the accounts for the previous financial year</i>		
Total Cost of project	<i>Insert the total cost of the project and details of any quotes or estimates</i>		
Other funding sources	<i>Provide details of how the project will be funded, including other grants applied for or granted</i>		
Project Timetable	<i>Provide a planned start and finish date and any other information that may be helpful</i>		
Statement (Explain how the project fits the Council's grant criteria)	<i>Please add any further information that may be helpful, including how the project fits the Council's grant criteria</i>		

Depending on the type of organization applying and the nature of the project, you may also consider supplying a copy of the following:

- a. a copy of the organisation's Constitution and its Aims and Objectives.
- b. a copy of a bank statement (dated within 2 months of the application).
- c. an equal opportunity statement.
- d. a safeguarding policy and confidentiality or data protection policy, if the project is relevant to working with children, young people or vulnerable adults.

Trevor Brown  
Parish Clerk  
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[www.charneybassett.org.uk/council-parish/](http://www.charneybassett.org.uk/council-parish/)