

Boxted Parish Council

GRANT APPLICATION FORM

If you need help or further information please contact: Paul Evans Clerk to the Council

Tel: 01376 570156

e-mail: boxtedpc@peke.com

SECTION 1 -

The Parish Council may fund projects based in the Parish of Boxted.

Please tick the type(s) which describe your project and refer to the appropriate sections of the application form.

Name of project	
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Category	Project Type	Please tick
1.1a	To provide improved recreational facilities for general use	
1.1b	To provide specific facilities for the use of a club or specific group of people.	
1.1c	to maintain and repair facilities for the benefit of residents	

Category	Project Cause	Please tick
1.2.a	To help cover an emergency. Please describe the emergency :	
1.2b.	To provide longer term improvements.	

2.1	Name of Project Manager	The name of the person who is responsible for the project.	
2.2	Telephone no.		
2.3	e-mail address		
2.4	Title of organisation, address and type of organisation	Please state the name and address of your organisation as it should appear in the project contract. Examples of type of organisation - Limited Company, Registered Charity, Parish Council. If a registered charity, state the Registration Number.	
2.5	Project Manager's address if different from above		
2.6	Location	Address or description of location or area in which the Project will be undertaken or the area to which it will relate	
2.7	Intended start date of Project		
2.8	Completion date	Proposed calendar date or time span in relation to receipt of grant from the PC e.g. 6 months from receipt of grant or 6 months from start of project. Ensure a realistic target date.	
2.10	Total cost of Project	State as accurately as possible the total capital (one-off) cost of the Project	
2.11	Funds currently available for the Project		
2.12	Amount of Grant sought from the PC		
2.13	Have you applied to any other public grant awarding bodies if yes who?	e.g. Cory	
2.13	Proposed other sources of funds for Project	State the amount of money you are seeking from any other sources including any money sought by public subscription. To what extent are you able to provide funding for the Project, or are you seeking all the money from other sources?	

2.14	Current position regarding other sources	Give details of responses from all other bodies from whom funding has been sought.	
2.15	Will any capital items be bought with funding from the PC	A capital asset is something with enduring value	
2.14	Bank Account details	Name of bank account,	
		sort code and	
		bank account number	
2.15	Is the bank account is in the name of the organisation given in 2.4 t	Yes	Yes or No. If no - why not.
2.16	Name(s), Title(s) and addresses of the person(s) authorised to sign the project contract	Please provide copy of constitution or financial regulations or other appropriate evidence that those named are authorised to sign the project contract. The signatory(ies) will need to have authority to incur expenditure to the value of the contract.	
2.17	Please provide a copy of last years accounts	This is needed to assess the viability of your organisation.	
2.18	Extent of any voluntary input to the Project	Will any voluntary workers be used on the Project, and if so to what extent? Will they be professionally supervised?	
2.19	Phasing of development and suggested funding payments	Where appropriate, identify key dates in the development of the project and suggestions as to when interim funding payments should be made.	
2.21	How many people do you think will benefit from the project Please give breakdown.		
2.22	How many of those mentioned in 2.22 are resident in the Parish of Boxted		

SECTION 3 – PROJECT SUMMARY FOR CATEGORY

Please complete this one page summary to describe your project to the Trustees

Organisation Name:			
Organisation Type:		Grant requested (amount):	
Arrangements for public access.			
Benefits to public and/or environment. Please include how many and what types of people groups will benefit from the project and how the project will protect the environment:			
Project Budget			
Income	£ : p	Expenditure	£ : p
Total			

Declaration

I confirm that to the best of my knowledge the information given in this application and in supporting documents is correct.

Signature:	Date
Name (printed):	
Position in Organisation:	

Please return your completed application form to:

Mr Paul Evans
64 Feering Hill
Feering
Colchester
CO5 9NL

Notes.

For all project that are not considered to be requiring emergency funding :

The application needs to be submitted by 31st of October so that it can be included in the following year's budget/precept...

The earliest date for payment of the grant is the April meeting of the Parish Council.

Conditions of Grant Aid

You will sign a contract with the Parish Council setting out the conditions under which the project will be carried out and under which payments will be made

A copy of all invoices pertaining to the grant must be submitted with the application for payment.