

Mattishall Parish Council

Grants for the benefit of the people of Mattishall Parish
Please read the Grant Awards Policy prior to completing this form

Please send this application form to:
Mattishall Parish Council, Melcombe Cottage, New Lane, Mattishall NR20 3JX
For further information, please call the Parish Clerk on 07831 422700

Section 1: Organisation

Organisation:

Primary contact name:

Position (within applicant organisation):

Contact address:

Post code:

Telephone numbers: Day:

Night:

Email address:

Date of submission:

Section 2: Details of organisation

Brief description of your organisation's aims:

How long has it been in existence?

Is it run by a committee?

If yes, how many committee members?

Can anyone join?

If not, what are the restrictions?

How often do you meet?

Where are meetings held?

How many members do you have?

What percentage of members live in Mattishall Parish?

Section 3: Organisation's purpose

Please give a summary of the activities your organisation has achieved during the last year. If you are a new organisation please give an idea of the activities you wish to undertake:

Describe how the local community, in particular residents of Mattishall Parish, benefit from your organisation:

Section 4: Grant request

Amount requested from the Parish Council:

Please give details of what you wish to use the proposed grant award for:

Have you received or applied for funding from any other source for this project/purpose? Give details:

Section 5: Financial details

Do you receive funding from other sources and if so from where?

If you have previously received a grant from Mattishall Parish Council in the past 3 years please give details:

Section 6: Supporting information

Please tick the following:

I have read and agree to your terms and policies

I have enclosed the following supporting material:

A constitution or set of rules by which my organisation runs

The latest set of annual accounts

Copy of a bank statement not less than 3 months' old*

Any other supporting information

If you are a new organisation, please include evidence of a planned budget.

*the bank details provided on the bank statement will be used to pay by electronic transfer

Section 7: Policy & declaration

I declare that to the best of my knowledge and belief, the information given on this application form and in any supporting material is correct. I understand that you may ask for additional information at any stage of the application process.

Signature:

Name of signatory:

Position in organisation:

Date:

Whoever signs this declaration and takes overall responsibility for this funding on behalf of the group must be 18 years age or over. Completion of this form does not necessarily mean that a grant application will be successful in part or whole.

The Parish Council will retain grant application forms for 7 years for financial reporting purposes only. Personal details (such as email and home address) will not be shared outside of the Parish Council.

If a grant is awarded, your organisation can be paid by cheque or electronic transfer – please circle which method your organisation would prefer
cheque/electronic transfer