

## GRANT APPLICATION FORM

- Please complete all questions including signing & dating the declaration at the end of the form. Where a question is not applicable, please enter N/A on the form.
- If you wish to provide additional information or expand on a question, please provide an attached sheet.
- Please refer to the Council’s Grant Policy for full terms and conditions of grants and details of what documentation needs to be included with your application.
- The deadline for returning completed applications is **31<sup>st</sup> December**. Grant applications will be considered by the Council at the Parish Council meeting the following **February**.

If you wish to request an emergency grant, please complete as requested and forward to the parish council as soon as possible explaining the reason for requesting that the application be considered before February. Your application will then be considered by the Council at the next available parish council meeting. If the Council do not consider your application as an emergency, the application will be considered with all others at the Parish Council meeting in February.

**Submission of this application does not automatically mean that an award will be granted. Bardney Group Parish Council reserves the right to award grants at their discretion. Only one project per application will be considered.**

<b>Name of Group/Organisation</b>			
<b>Contact Name</b>		<b>Position</b>	
<b>Address</b>			
<b>Telephone</b>		<b>Email</b>	
<b>Website</b>			
<b>Is your organisation a registered charity?</b>	Yes / No	<b>If Yes, Charity Number</b>	
<b>Brief description of your group/organisation’s main purposes/activities</b>			
<b>Please provide the number, or percentage of members that belong to the organisation and live within the Bardney Group Parish area.</b>			
<b>Details of any restrictions placed on who can use/access the organisation’s services.</b>			

**Project for which grant is required**

**How will this project benefit the parishioners of Bardney, Southrey, Stainfield or Apley?**

**Total Cost of Project**

**Amount of Grant Requested**

**Have you received, applied or intend to apply for funding from any other source for this project?**

Yes / No

**If Yes, who have you applied to or who do you intend to apply to. Please provide details of the success/failure of the application and amount requested.**

**How much of the total cost do your group/organisation intend to raise yourself and how?**

**Please tick to confirm you have included the following documentation with your application (please enter n/a if not applicable):**

- Full and complete copies of your signed, certified and audited accounts for the last two years (if your organisation has been in existence for that period)
- Bank statements for the last 3 months, signed by a member of your organisation, indicating their position
- Detailed budget plan and supporting evidence
- Copy of your organisations Constitution, Terms of Reference or Rules
- Evidence of any other awards towards the project e.g. lottery funding, other bodies
- For grant requests for projects, evidence of tendering procedures followed (please refer to the Council's Grant Policy for full details of what procedures are expected)

**DECLARATION**

Please sign the following declaration and return this form together with all supporting documentation required to:

Clerk to the Council,  
Bardney Group Parish Council,  
c/o Bardney Fire Station,  
Alma Martin Way,  
Bardney,  
Lincoln,  
LN3 5TF.

Telephone: 01526 397406

Email: [clerk@bardneygroup-pc.gov.uk](mailto:clerk@bardneygroup-pc.gov.uk)

**Please ensure the person signing the declaration on behalf of your organisation has the appropriate authority to do so.**

"I confirm that the information contained in this application is correct to the best of my knowledge. I agree that any money awarded by Bardney Group Parish Council as a result of this application will only be used for the purposes stated in the said application, and in accordance with the grant conditions detailed in the Parish Council's Grant Policy.

I confirm that the proposed project is lawful and conforms to any rules governing our group/organisation. I further agree to providing copies of receipts & invoices etc. as required to Bardney Group Parish Council to confirm to them exactly how the money has been spent if the application is successful.

I understand that all money awarded must be repaid to Bardney Group Parish Council and my organisation will not be able to apply for future grant applications in the following circumstances:

- If a false declaration is made, or if any information contained in the application is found to be false, inflated or exaggerated;
- If the proposed project does not proceed/or is abandoned for any reason or if the organisation disbands during the period of the grant;
- If the organisation does not provide the necessary invoices & receipts confirming how the money has been spent or does not comply with any other conditions stipulated in the award"

**Signed** .....

**Print Name** .....

**Position in the organisation** .....

**Date** .....