

RISTON PARISH COUNCIL

GRANT APPLICATION

Please answer all questions – failure to do so may result in a delay in the determination of your application

Q1) Contact Details

Name of organisation making application:

.....

Name of your project (if this is different):

.....

Name of contact for this application

Title : First Name: Surname:

Position held in the organisation:

Contact Address, including full postcode:

.....

.....

.....

.....Postcode:

Contact Telephone Number:

Email address:

About your organisation

Q2) What type of organisation are you?

Tick relevant category:

Registered Charity: () Charity Registration Number

Voluntary Organisation: ()

Company Limited by Guarantee: () Company Number

Other – Please specify:

Q3) When was your organisation established?

Q4) Briefly describe the purpose of your organisation.

Describe the usual activities/services you provide. If you are a new organisation, describe the services/activities you plan to provide.

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Q5) If you are a subsidiary of a larger organisation, please state which one.

.....

Q6) Does your organisation have an agreed Constitution or Memorandum of Association?

Please state which and attach a copy:

Q7) Previous Applications

If you have applied for and received funding from this Council in the past please provide details of the amount, the year and briefly what the funding was used for.

Purpose of grant	Amount
	£
	£
	£

Details of the project or activity you are planning

Q8 Describe the projects/activity you plan to use this grant for.

i) Try to be specific about what you will do and how you will do it.

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ii) Please specify the time scale for your project

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iii) Please state how you know that the people in your community want this project and what difference you hope the grant will make.

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iv) Describe the anticipated benefits to the organisation and to the parish if this scheme is to go ahead

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v) How many people from the Parish do you expect to benefit directly from your project or activity?

.....

Funding of your project

Q9) Please provide details of the amount of funding you need for your project and give us a breakdown of what the money is for (please enclose any relevant estimates or details).

Tell us the amount of grant requested

and provide separately a detailed breakdown as to how you have reached this figure.

Please note that it is a condition of this application process that where a grant is awarded in excess of the amount defined in the Riston Grant Policy item 7.7, a written report of how that money has been used must be given to the parish council within six months of the grant being awarded.

Your accounts

Q10) Please provide the following details from your most recent annual accounts

Total Income	£
Less Total Expenditure	£
Surplus / Loss	£
Savings (Reserves, Cash, Investments)	£

Please note if you are requesting in excess of £300.00, please provide a copy of your most recent annual audited accounts or, in the case of newly established organisations, the projected income and expenditure for the next twelve months.

Bank Account Details

Q 11) Please give us your bank or building society account details

You can only apply for grant if you have a bank/building society account in the name of your organisation. We will only pay grants into an account which requires at least two people to sign each cheque or withdrawal. These people should not be related.

Account name:

Name & Branch of Bank/building society name:.....

.....

Number of signatories on the account?

Declarations

Q12) Declaration

Please give details of a senior member of your organisation. For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. (This must not be the main contact name in Q1).

I confirm, on behalf of(insert name of organisation):

That I am authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all replies are true and accurate. I confirm that I have read the Terms and Conditions set out in the Notes which accompanied this application and I have read and agree to the Riston Grants Policy, most specifically the condition relating to the provision of a written report, and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant only for the purpose specified in this application, and will have to comply with those Terms and Conditions and any others which the Council might attach to the Grant.

Post held in organisation:

Title First Name: Surname:

Organisation address:
.....
.....

..... Postcode:

Telephone:

Signed: Date:

Q13) Signature of Person Completing the Application

This must be the signature of the person named in Q1 as the main contact and not be the same person who has signed in Q12

I confirm that, to the best of my knowledge and belief, all the information in this application from is true and correct. I understand that you may ask for additional information at any stage of the application process.

Signed: Date:

Checklist

- 1. Have you answered every question? YES/NO
- 2. Have all signatures been completed? YES/NO
- 3. Have you included a copy of your constitution (if applicable)? YES/NO
- 4. Have you included a copy of your most recent audited accounts? YES/NO
- 5. You understand and will adhere to the conditions set out in this document YES/NO
- 5. Please state any supporting documents you are submitting:

Please return your completed application form to:

Riston Parish Council

By Post: Riston Parish Clerk, 1 Troutsdale Close, Bridlington, YO16 6GN

E-mail: ristonparishcouncil@gmail.com

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