

STOKE SUB HAMDON PARISH COUNCIL

MRS. SARAH MOORE, PARISH CLERK.
24 High Street, Stoke sub Hamdon, Somerset TA14 6PS
Tel: 01935 822455 E-mail: clerksshpc@hotmail.co.uk

Guidelines for completing the Stoke sub Hamdon Parish Council Grant Application Form

Grant applications are for the benefit of the community and are restricted to organisations such as clubs, societies, churches and schools that operate within the Parish of and benefit the people residing within Stoke sub Hamdon in accordance with s.137 of the Local Government Act 1972.

Please see the full Grant Conditions of the Council's Grant Policy.

Any application must fit one or more of the themes listed below:

- Support community involvement with adequate facilities for clubs, groups, societies, associations and cultural events
- Enhance education, wellbeing and skills of local people
- Reduce crime and drug abuse and community safety
- Address social exclusion and enhance opportunities for the disadvantaged

The application for must be completed in full. Incomplete forms will be rejected. The form should be typed preferably although handwritten applications are acceptable.

Please ensure you complete paragraph 8 (What do you want funding for?) as succinctly as possible in no more than 200 words.

All grants are made on the understanding that they will be used in full and exclusively for the purpose specified on Page 2, paragraph 8.

If for any reason the grant cannot be used in this way the full sum must be repaid to Stoke sub Hamdon Parish Council.

Stoke sub Hamdon Parish Council will expect evidence that the funding has been used appropriately with the credit displayed within the organisation or on public view (e.g. the Newsletter or Hambook).

Queries may be directed to the Parish Clerk or 01935 822455 or by e-mail to clerksshpc@hotmail.co.uk

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1. Name /title of organisation applying:

2. Address of organisation: (if no official address, insert address of chair/secretary/officer)

3. Are you a registered charity? Yes/No
If yes, what is the charity number?

**Form to be completed by Chair (or equivalent) of organisation applying for a grant
Please read the rules and guidelines on page 1 and the Grant Policy before completing this form**

4. Name of applicant: (first name & surname)

5. Address of applicant:

6. Applicant's telephone number:

7. Applicant's e-mail address:

8. What do you require funding for? (Please be specific and keep to a maximum of 200 words. Tell us what you will do with the funding, why it is needed, how you will use the funds, what will happen and who will benefit)

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9. Please tell us about the costs associated with your project. List all costs below giving an amount and a description of each element.

10. Do you have any other funding to put towards the project? Yes/No.
If yes, please tell us who from and how much. Please include any in-kind support which you may have as well.

11. Exact amount of grant requested: £

12. If your application is approved payment will be made by BACS payment to your organisation's bank. Please provide the following information:

Full name of payee:

Bank:
Bank address

Sort Code:
Account No:

Signature of applicant:

Date:

Please return the completed form to:

Stoke sub Hamdon Parish Clerk
24 High Street
Stoke sub Hamdon
Somerset TA14 6PS
or e-mail to: clerksshpc@hotmail.co.uk

For office use only

Date received..... Funds available (after this donation)..... Date approved.....

Approved by Date cheque sent to applicant

Comments
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