***Hibaldstow Parish Council***

***Grant Application Scheme***

Application form

|  |  |
| --- | --- |
|  Name of group: |  |
| Main group contact:(Full name and title) |  |
| Position in group: |  |
| Address: |  |
| Telephone: |  |
| Email: |  |
| Provide detailed description of the project / grant requirement and who will benefit from it |  |
| Say how you know there is a need for your project  |  |
| What are the full costs of the project (including VAT if applicable)  |  |
| Where is other funding for the project to come from? (Tell us the funder and the amount you expect from them)  | Funder ………………………………………………… £……  Funder ………………………………………………… £……  Funder ………………………………………………… £……  |
| Please tell us the stage at which your other applications are at, i.e., just applied, awaiting outcome of application or funding confirmed.  |  |
| What contribution to these costs would you like from Hibaldstow Parish Council? Is this contribution for a specific element of the project?  |  |
| What is the structure of your organisation?  | Informal group  Registered charity  Other  Please give details below ………………………………………………………………………  |

**Supporting information checklist**

Where relevant please ensure that the following documents are submitted with your application (accounts and bank statements must always be submitted).

|  |  |
| --- | --- |
|  | Tick to confirm enclosure |
| Group constitution or set of rules |  |
| Copy of most recently audited accounts |  |
| Evidence of planning permission (if necessary) |  |
| Quotes for capital items of work over £500 |  |
| Three most recent bank statements |  |
| 12 months forward plan (applications over £2,000) |  |
| Business plan for the next 3 years (applications over £2,000) |  |

Please return to:

Deb Hotson – Parish Clerk

Email: clerk@hibaldstowparishcouncil.gov.uk

Telephone: 0784 220 1877