

Burlescombe Parish Council

Grant Application Form

The information provided on this form will be treated as confidential and used for grant related purposes only. Processing, whether by computer or otherwise, will take place in accordance with the Data Protection Act 2018 and the General Data Protection Regulations. By completing this form, you will be providing the Council with your consent to this use.

Name of Organisation:

Contact Details:

Title (Mr/Mrs/Miss/Ms/Other)

First Names

Last Name

Position in Organisation

Address

Postcode

Telephone number

Email address

Are you or any members of your organisation related to any elected member or employee of the Council? If so, please give details.

Purpose/aims of the organisation:

Size of organisation/number of members:

Purpose for which the grant is required:

Total cost of the project or scheme requiring funding:

Amount of grant being applied for:

Other funding applied for/received for the project:

How would any shortfall be funded:

How will your project/activity benefit the residents of Burlescombe parish:

Activities over the previous year and how they benefitted the residents of Burlescombe parish:

Plans for the coming year:

Previous Applications: Please provide details of any previous financial assistance provided by the Council to include dates, details of any schemes or projects and the amount received from the Council.

Does your service/project involve work with children, young people under the ages of 18 or vulnerable adults:

Yes

No

If yes, as a minimum we expect you to:

- have safeguarding policies in place that are appropriate to your organisation's work and the project you are asking us to fund
- review your safeguarding policies at least every year
- complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including checking criminal records and taking up references
- check criminal records at least every three years
- follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults
- provide child protection and health and safety training or guidance for staff and volunteers
- carry out a risk assessment, if appropriate
- secure extra insurance cover, if appropriate.

Does your organisation meet these requirements? Yes

No

Additional Information: Please provide any additional information you may consider relevant or helpful to the Council when considering this application.

Declaration:

I declare that to the best of my knowledge and belief, all particulars and information provided in this document are correct and complete. I understand that any false declaration or misleading information or any significant omission may result in the rejection of the application or repayment of any grant aid subsequently provided.

Signed

Date

Wherever possible, the Parish Council will make grant payments by Bank Transfer. Please provide your bank details below to facilitate the payment process should your application be successful.

Account Name

Account Number

Sort Code

This form must be returned to Burlescombe Parish Council, either by e-mail to:

clerk@burlescombeparishcouncil.gov.uk

or post to:

Mrs Susan McGeever, Parish Clerk, Burlescombe Parish Council, Woodmans, Brithem Bottom, Cullompton, Devon, EX15 1NB.

Your application must be accompanied by the following:

1. A copy of the organisation's Governance Documents: constitution or rules.
2. Evidence that the grant application has been approved in accordance with the organisation's constitution or rules.
3. A copy of the organisation's most recent published financial accounts.
4. Copies of quotes or estimates to support the application. Proof of costs from the internet will be accepted for equipment and other direct purchases.