



**STOKE MANDEVILLE PARISH COUNCIL**

**Application for grant by charitable, voluntary or other organisations**

It is important that the application form is filled as fully as possible to avoid unnecessary delays, please also ensure the appropriate financial information is provided.

The Parish Council will review applications at the next appropriate council meeting.

Name of organisation:			
Name of person to whom correspondence should be addressed:			
Address for correspondence:			
Telephone:		Email:	
Details of the organisation, e.g. its aims, objective or activities:			
If a registered charity, please provide your number.			
Total membership of organisation:			
What age groups do you cater for:			

**Project Details**

Total estimated cost	£
Dates scheduled to commence and complete	
Amount of grant requested:	£
What is the grant for and who will benefit	
Have you applied to any other body for a grant towards this project?	

If yes, please give details:	
Name of Body	Amount requested
How else do you raise income? Give details of subscriptions, fund raising or other income generation.	
What do you see as the benefits that will be obtained by the parishioners of Stoke Mandeville on completion of the project?	

<b>I/We enclose herewith the following documents. (Please tick those which have been submitted)</b>	
Copy of the Constitution/Rules ( )	Minutes of last AGM ( )
Copy of latest audited accounts ( )	Other material concerning the organisation in support of the application, e.g. Annual Report ( )
Copies of quotes received ( )	

<b>BANK ACCOUNT DETAILS</b>	
Name of Bank	
Branch	
Sort Code	
Account number	
Name on bank account	
Payment will be made by cheque, please give detail of payees (not individuals)	

<b>I submit this application on behalf of the stated organisation and believe all statements made or enclosed to be true.</b>			
Signed:		Date:	
Capacity signed in:			

Note: Any cheque will be made payable to the name of the organisation and sent to the correspondence address unless otherwise stated.

Please return the completed application and supporting documents to:  
 Clerk to the Council, Stoke Mandeville Parish Council, Community Centre, Eskdale Road, Stoke Mandeville, Bucks HP22 5TG

If you have any queries with this application, please contact the Clerk on 01296 613888

**ACCEPTANCE OF FUNDING**

Any award is made subject to your agreement of the conditions below. To accept, please complete and sign the declaration at the bottom of the page.

**CONDITIONS OF FUNDING**

- All grants given must be for the benefit of some or all of the parishioners of Stoke Mandeville.
- All grant applications must be made on the application form provided by the Clerk.
- The application for grant must be made before any works relating to the application have been commenced.
- Payment of grants will normally be made upon completion of the project, payment may be made in advance at the Council's discretion. Proof must be provided that the grant has been spent on the purpose for which it was provided.
- You use the award only for the purpose stated in your application and not for any other purpose. If you wish to use the award, or part of it, for any other purpose, you must write to Stoke Mandeville Parish Council first, detailing the proposed new use and seeking written permission to go ahead.
- Work must be carried out in the financial year indicated in the application form. Should the work not be carried out during this period the Parish Council must be informed and will reserve the right to withdraw the offer of the grant if it is not resubmitted.
- Where the grant is to be used in respect for specific works or items of equipment, three quotes should be obtained for the work.
- The Council's grant must be acknowledged in any publicity for the project.
- In providing a grant, Stoke Mandeville Parish Council will not accept any responsibility or liability for the project or any matter arising from it.
- The Parish Council will publicise the amount of funding awarded to your project or organisation in any medium it considers to be appropriate.
- Within one year of receiving the grant, you will be expected to provide a written report to the Parish Council explaining the use of the grant and the costs covered by it.

**On behalf of** \_\_\_\_\_ (Name of Organisation)

I (name) \_\_\_\_\_ accept the above terms and conditions in respect of the award made by Stoke Mandeville Parish Council. I confirm that a report will be provided to the Parish Council on completion of the project.

Date: \_\_\_\_\_