

Riccall Parish Council: Grant Application Form

Please ensure that you answer every question.

Name of Organisation:

Contact Name:

Position:

Address:

Daytime Tel No:

Fax No:

E-mail:

How much funding would you like from Riccall Parish Council (upper limit is £400)?

For what specific purposes do you want this funding?

Are you able to acknowledge the funding provided by Riccall PC? If so, how?
(If you are unable to, this will not affect your application)

What grant funding have you received from Riccall Parish Council in the past five years
(specify amounts, dates and purpose of grant)

£..... in 200.... For

£..... in 200.... For

£..... in 200.... For

£..... in 200.... For

£..... in 200.... For

What is your charity number (insert N/A if not applicable)?

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What are the general aims and objectives of your organisation?	
How would these funds make a difference to your organisation and its users?	
Describe the types of users this funding will benefit (e.g. gender, age group, ethnicity, socio-economic background)	
How many members / users does your organisation have in total?	
How many members / users live in Riccall?	
How much do you charge for membership / use?	
What are the criteria for membership / use of your organisation? (eg gender, age group, ethnicity, socio-economic background)	
Your organisation's total income in your last accounting year	£
Your organisation's total expenditure in your last accounting year	£
Please calculate total income minus total expenditure	£
Total balances / reserves / bank balance of your organisation at the end of your last accounting year?	£

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Where are your offices based / where are meetings held?

Please detail below anything else you wish to tell us in support of your bid.
Continue on a separate sheet if necessary.

Declaration

I declare that the details I have provided are true and correct to the best of my knowledge.

Our organisation agrees to be bound by the terms and conditions outlined in this application form and any other conditions which Riccall Parish Council imposes at the time of awarding the grant.

Signed:

Position held:

Date:

Checklist:

All questions have been answered	
Declaration signed	
Must provide a copy of the latest audited / approved accounts plus a copy of the group constitution (to be attached).	

This form must be fully completed and returned with all the necessary documentation by 12 noon on _____20__.

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Late applications will not be considered.

Please return to: Sandra Botham, Clerk & Finance Officer, Riccall Parish Council, The Regen Centre, Landing Lane, Riccall, York. YO19 6PW.

Terms and Conditions

Riccall Parish Council (RPC) reserves the right to grant the amount requested, grant any amount up to that requested or to refuse any grant application. The Council may grant over £400 at its discretion for bigger projects. RPC may also award a grant subject to meeting additional criteria or the satisfactory answers to supplementary questions.

Failure to answer any of the questions on this form or to supply the information required may result in automatic disqualification from any grants.

By signing this form, you are certifying that all answers are true and correct to the best of your knowledge. If any of your responses are found to be untrue, RPC reserves the right to take action to reclaim any grant awarded.

All grant funds awarded must only be used for the specific purposes stated in the 6 months following the award. Grant funds awarded must NOT be used for any other purpose. If your organisation finds it is unable to use the funds for the purpose stated, RPC reserves the right to reclaim the grant from you. Grants will be paid in arrears, on production of invoices/receipts.

An End of Project Statement will be required to show that the funding has been spent in accordance with the request. This must be produced within 9 months of the funding being granted.

If your organisation finds that it is having genuine difficulties using the funds for the specific purposes stated, please get in touch with RPC. Where appropriate, we will try to agree alternative uses of the funds with you. Only after such a written agreement from RPC is obtained, may you use the funds for the alternative uses. It is in your own interest to discuss this with RPC at the earliest opportunity – otherwise Riccall Parish Council reserves the right to reclaim the money back from you.

If your organisation fails to comply with these terms and conditions, RPC reserves the right to take action to reclaim the amount awarded and to refuse funding in future years.

Community groups and organisations can only apply for a grant on one occasion during each financial year.

The Administration & Finance Committee may ask a representative of the group to attend a Committee meeting and make a brief presentation about the project.