

Bredfield Parish Council

Grant Application Form Notes

Please contact the Parish Clerk or Parish Council Chairman if you require further any clarification or help completing the grant application form.

Application Details

Information about who is applying for the grant and how to contact them.

- **Organisation**
Full name of the organisation requesting the grant
- **Official / Registered Address**
Used in case there is any ambiguity in the organisation name.
- **Type of Organisation**
For example Registered Charity, Community Interest Company, Club or Society.
Please provide the charity reference number if applicable.
Note: Grants are not given to for profit companies or individuals.
- **Bredfield Based**
Grants are normally only given to organisations based in Bredfield.
- **Years of Operation**
Grants will not normally be given to organisations which have not existed for less than 3 years.
- **Bank Account**
Please confirm that the organisation has a bank account in it's own name which has appropriate controls and safeguards in place (we do not require details of the bank account at this point).
- **Website Address**
If the organisation has one, otherwise N/A
- **Correspondence Address**
Postal address to be used for any written correspondence – write as above if the same as registered address.
- **Name**
The name of the person who's completing the application form
- **Position Held**
The position in the organisation held by the person completing the form. For example, Chairman, Treasurer, Secretary, Committee member, trustee.

- Contact Details
Email address and phone number of the person completing the form.

Project Title and Description

A bit about the project.

- Title
Something that makes it easy to recognise the project.
For example Village Shop Freezer, Jubilee Meadow Drainage
- Project Description
A description of the project. This could be on a separate document (say a description already used at the organisations committee meeting) in which case write as attached.
Please also describe in general terms how the project will be delivered (for the grant is for materials that will be used by our volunteers to build a new path).
- Benefit to Bredfield Residents and the Impact on your organisation.
Describe how Bredfield will benefit from this project and how this project contributes to the goals of your organisation
- Alignment with the Bredfield Parish Infrastructure Investment Plan (PIIP)
The PIIP sets out the investment priorities of the Parish Council. Please explain how your project aligns with these goals.
Grants will normally only be given where there is alignment with the PIIP.
- Estimated Total Cost of the Project
This could be the entire value of the grant or greater.
- Anticipated Start Date
Month and year.
Grants are not given to projects which have already started.
- Estimated Finish Date
Grant money must be spent in the financial year which they are given. Therefore, preference is given to projects which finish in the same financial year that they start. However it is recognised that some projects may run over two or more financial years.
- Planning Permission
If planning permission is required for the project please provide the reference number of the planning application. A grant may be made dependent on a successful planning application.
If planning permission is not required write N/A.

Grant Request

Information about the grant being asked for.

- **Amount Requested**
Total sum that you are seeking a grant for.
Please note that the total amount of grant may not be given.
- **For**
A description of how the grant will be spent. This could be for a single item (for example a new bench) or could be a list of items which the grant partially contributes towards.
Please also state how the figures were arrived at and provide copies of any quotes. We will also need to understand who the suppliers will be.
- **VAT**
In some circumstances the Parish Council can recover the VAT on items directly purchased – thus reducing the value of the grant required.
For example if the grant is for a new bench the Parish Council can directly purchase the bench, recover the VAT and transfer ownership of the bench to the requesting organisation.
Use this part of the form to describe the VAT situation – please discuss with the Parish Clerk / Chairman if you are unsure.
- **Other Contributing Grant Requests**
Please list any other grants you have received, or any other grants that have been requested. A list of available grants from other organisation is available from the Parish Clerk – please can you also confirm that you have checked this list for alternative funding sources.
- **Project Funding by Requesting Organisation**
How much is your organisation contributing to this project? This may be measured in pounds or could be a description of volunteering activity.

Declaration

Please sign and date the form.

All forms should be submitted to the Parish Clerk who will let you know the appropriate Parish Council meeting where the application will be discussed. A representative of the organisation (preferably the completer of the form) must attend the Parish Council meeting to answer any questions.