



APPLICATION FOR GRANT AID

1	Name and address of Organisation	
2	Name and address of the person making this application on behalf of the Organisation	
3	Your position in the Organisation	
4	Telephone number for communication	
5	If a Registered Charity, please give Charity Number	
6	What are the objectives of the Organisation, and do any "Membership" criteria apply?	
7	What is your total "Membership", and what proportion or number are resident in Bramley	
8	Is the grant to solely benefit residents of Bramley	
9	What is the total cost for this project?	
10	What is the total amount of Grant Aid sought?	
11	Have you applied to or do you intend to apply to any other organisations for Grant Aid for the coming year?	
12	For what purpose is the Grant required?	

13	What is your estimated income for the coming year?	
14	What is your estimated expenditure for the coming year?	
15	Please give details of any other applications for funding that you have made to the Parish Council in the past year or are planning to make.	

Signature Date

After completion, please return the form to the Clerk to the Parish Council at the address at the head of the form. Please enclose:-

- 1 The completed application form.
- 2 A copy of the most recent audited Income and Expenditure Account and Balance Sheet for your Organisation, together with a copy of relevant bank statements covering the period since that Balance Sheet date.
- 3 A copy of the Organisation's constitution or other Governing Instrument.
- 4 Copies of any quotations, estimates or budgets for any project for which Grant Aid is sought.

Please note that once your application is approved, the Council will only release funds on receipt of an invoice/till receipt.

**EXPLANATORY NOTES FOR THE COMPLETION
OF GRANT AID APPLICATION FORM**

- 1 Please enter the full and correct name of the organisation, and note that the cheque for any Grant Aid that may be approved will be made payable to this name.
- 2 If the organisation operates from premises with a postal address, please give this. If not, please give the address of the leader of the organisation.
- 3 Please provide this even if you have given an address for the organisation at question 2 – it may help us to know full details of the person taking responsibility for this Application.
- 4 This information will assist in considering your Application, and in communication.
- 5 Please advise whether the organisation is a registered charity, as this information will help in considering your Application.
- 6 State your objectives and criteria as clearly as possible, particularly as they relate to benefits for Bramley residents.
- 7 Please answer this as fully and accurately as you are able, including the basis for any assumptions – the Parish Council has a statutory obligation to ensure that Grant aid is used for the benefit of residents in the Parish.
- 8 Please answer this as fully and accurately as possible, including the basis for any assumptions.
- 9 Give the total cost of the project.
- 10 Give the total amount of Grant Aid that you are seeking.
- 11 Please state the name of the organisation and the amount sought.
- 12 Please state the benefits/resources that would result from the payment of Grant Aid.
- 13 This should exclude the sum in Grant aid that you are now seeking, and is important so that the Parish Council may assess what proportion of your Organisation's anticipated income any Grant of Aid might represent.
- 14 This should exclude any expenditure that it is intended would be covered by the Grant Aid that you are seeking, and again this is important to the Parish Council in assessing the effect of any Grant of aid on your Organisation's overall position.
- 15 Please be as comprehensive as you can in answering this question, as again it is of considerable significance for the Parish Council to be able to assess this Application in relation to your overall funding plans and endeavours.

Guidelines for Bramley Parish Council Grants

- a. Bramley Parish Council will not donate funds to organisations whose business activities are not associated with the Bramley Parish community, unless they can produce evidence that Bramley village and/or its residents will benefit from their services.
- b. Bramley Parish Council may consider an application for funds of up to £500 from a non-profit making Bramley Organisation, club or charity upon receipt of the written application attached. Where appropriate details of how a previous grant was spent, together with receipts or invoices shall be supplied. The Council may require a bon-a-fide representative of the applicant to attend a regular Council meeting to answer any questions, which may arise from the application.
- c. An application for larger grants, usually more than £1,000, must be supported by completion of all the questions on the attached application and accompanied by all the required documentation. The Council will require a bon-a-fide representative of the applicant to attend a regular Council meeting to answer any questions, which may arise from the application.