

## OAKINGTON & WESTWICK PARISH COUNCIL

### GRANT APPLICATION FORM

Please complete this form as clearly as possible and return it to the above address. *The application form (only) will be circulated to all Members of the Council for consideration.*

Please refer to the criteria in the policy before the completing this form.

Where \* please delete as appropriate.

#### CONTACT DETAILS

Name of organisation, e.g. Club, Group or Organising Group (for Event):

Contact person for this application:

Position held (e.g. Chairman, Secretary or Treasurer):

Correspondence address:

Email address:

Telephone number:

#### ABOUT YOUR ORGANISATION/GROUP

What type of organisation/group are you?

Unregistered community group/club/society\*  
Registered charity\* -  
Other (please state):

Charity Registration No. (if applicable)

How long has the organisation/group been in existence?

Do you have a Constitution or a set of governing rules?

Yes/No\*  
*If yes, please provide copy with this application*  
*If none available, please explain management structure on a separate sheet.*

What area does your organisation/group cover?

*The Council can only fund grants to organisations/groups who can demonstrate direct benefit to residents of Oakington or Westwick*

Describe the people you mainly work with:

Children under 16\*  
Young people under 25\*

	Older people over 60*	
	Disabled people	
	People of minority ethnic origin	
	Other (please state):	
<b>How often do you meet?</b>		
<b>Where are meetings held?</b>		
<b>How many members do you have?</b>		
<b>What membership restrictions apply, if any?</b>		
<b>What percentage of these members are residents of the Oakington and Westwick Parish?</b>		
<b>What is the normal membership fee? (Indicate if different fees apply to residents / non-residents)</b>	Junior:	£
	Adult:	£
<b>YOUR ORGANISATION'S FINANCES</b>		
<b>Financial year (please state):</b>		
<b>Income</b>	£	
<b>Expenditure</b>	£	
<b>Reserves</b>	£	
<b>DESCRIBE THE PROJECT OR ACTIVITY THIS GRANT WOULD BE USED FOR</b>		
Please provide a detailed description of the event for which you are seeking funding. <i>Detailed projected costings must also be supplied.</i>		
<b>What is the total cost of the capital purchase/project?</b>	£	
<b>For which element of the purchase/project is your organisation seeking funding?</b>		
<b>Who will benefit from this capital purchase/project?</b>		
<b>Amount for which the organisation or group is seeking grant aid from the Parish Council</b>	£	
<b>How much does the organisation or group expect to raise by its own efforts and how?</b>		
<b>How will the rest of the cost be financed?</b>		

<p><b>What other organisations may use the organisation or group's facilities?</b></p>	
<p><b>What other organisations will benefit from this project or scheme?</b></p>	
<p><b>What facilities have been previously provided or improved as a result of the organisation or group's own efforts?</b></p>	
<p><b>Has the organisation or group previously applied for a grant from this Parish Council?</b></p>	<p>Yes/No*  <i>If yes, please give brief details and the date of any grant received:</i></p>
<p><b>Has the organisation or group made any grant application to any other Authority or grant making body for funding support for this event, project or scheme?</b></p>	<p>Yes/No*  <i>If yes, please provide name of the Authority/funding organisation:</i></p> <p><i>Date(s) of application(s):</i></p> <p><i>If result of application(s) known, amount of grant(s) received:</i>  £</p>
<p><b>PAYEE DETAILS FOR ANY FUNDING AWARD</b>  <i>Grant funding will be paid by cheque or bank transfer</i></p>	
<p><b>Name of payee organisation as it appears on bank account:</b></p>	
<p>Should the grant be made by bank transfer (if Yes details will be requested separately)</p>	<p>Yes/No*</p>
<p><b>If there is any other information which you consider to be relevant to your application, please provide details below or on a separate sheet.</b></p>	

**DECLARATION**

**This declaration must be signed by an authorised person within the organisation or group, e.g. Committee Member, Office Holder or Trustee.**

- 1. I am authorised to make the application on behalf of the above organisation.**
- 2. I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded by the Council.**
- 3. I certify that the information contained in this application is correct.**
- 4. If the information in the application changes in any way, I will inform the Council.**
- 5. I give permission for the Council to record the details of my organisation electronically and to contact my organisation by phone, mail or email regarding this application.**
- 6. If the application is successful, I give permission for the Council to publicise the project/activity in the local media and on its website.**
- 7. I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within THREE MONTHS OF COMPLETION.**

**Signed**

**Date**

**CHECKLIST**

Please enclose the following with your application. We will only process your application when we have received them.

	<b>Please Tick</b>
Signed application form, with every question answered	
Latest audited annual accounts (requests over £500 only)	
Constitution or set of rules (if not applicable please state so)	
Copy of bank statements for past six months (requests over £500 only)	
Copies of written estimates/quotations for equipment/capital items	
If possible, please email a copy of the grant application (only) to the Clerk	

**Please send completed application form (with all supporting documentation) to:**

**Oakington & Westwick Parish Council  
4 Meadow Farm Close  
Oakington  
Cambridge  
CB24 3AS**

If you have any queries, please contact the Clerk on:

Tel: 01223 232398

Email: [oakingtonpc@btinternet.com](mailto:oakingtonpc@btinternet.com)

*You are advised to keep a copy of this application for your own records.*

**For internal admin use only:**

Date application received:	
Application reference no:	
Application meets criteria:	Yes/No* If no, give reasons:
Meeting Date/Minute No.	
Date applicant notified of outcome:	
Date grant paid to applicant:	