



## **BRIZLINCOTE PARISH COUNCIL – APPLICATION FOR GRANT AID**

### **Criteria for making an application**

- 1 Any organisation, club or society (from here on called the organisation) wishing to apply for a grant must make a written application on the appropriate form. A representative from the organisation will be expected to attend a parish council meeting to answer any questions in relation to the application which the parish council may have.
- 2 The organisation must use this funding predominantly for the benefit of residents of the Parish of Brizlincote. Running/maintenance costs for any organisation will not be supported via this grant process.
- 3 The organisation must be non-profit making.
- 4 Organisations applying for grant aid must provide the Parish Council with their most recent annual statement of accounts, a copy of their most recent bank statements (all if you hold more than 1 account), and a copy of the constitution of your organisation.
- 5 The application must state the names of other organisations to which application for grant aid has been made.
- 6 The organisation must agree to provide the Parish Council with receipts of all transactions where grant aid from the Parish has been used.
- 7 Any grant offered by the Parish Council is made on the understanding that the applicant remains responsible for gaining all necessary permissions (planning or otherwise) and the granting of money by the Parish Council should not in any way be taken as authorisation.
- 8 Successful applications will be recorded in the minutes of meetings of the Parish Council and notified to the applicant in writing.

### **APPLICATION FOR GRANT AID**

Name of organisation: .....

### **CONTACT DETAILS**

Name: ..... Tel No: .....

Position in Organisation: .....

Address: .....

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**GRANT APPLICATION DETAILS**

1 Purpose for which grant is applied (Please give as much detail as possible about the project) Use a separate sheet if necessary.

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2 Total cost of the project: .....

3 Amount of grant aid applied for.....

4 How will the grant aid be spent (please give costing details)?

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5 Who will benefit from the project and how?

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Please give details of other grant applications you have made for this Project:-

To whom applied	Date of application	Amount £

**DECLARATION**

- We have read the criteria for making grant aid to organisations
- We have provided a copy of our most recent Annual Accounts
- We have provided a copy of our constitution
- We have provided a copy of our most recent bank statements (no less than 3 months old)
- We agree to provide copies of all receipts associated with spending grant aid from Brizlincote Parish Council.
- In any publicity given to our project, we agree to acknowledge the contribution of Brizlincote Parish Council.
- We acknowledge that we will need to attend a parish council to present our application to members

**Signed on behalf of (organisation)**

..... Chair ..... Secretary

Date ..... Date: .....

**Please return this form to:**

**Kay Lear  
Clerk Brizlincote Parish Council  
30 Forest Edge Way  
Burton on Trent,  
Staffordshire, DE13 0PQ**