

# STOKE GIFFORD PARISH COUNCIL – GRANT APPLICATION

Please read the attached Guidance notes before completing the form.

Please complete all questions. If a question does not apply, indicate this.

The term 'project' refers to the programme, activity, equipment, or costs for which you are seeking grant funding.

1. Name of organisation.....  
Address & Email .....  
.....

2. Name of primary contact and position within organisation  
.....

3. Describe the purpose of the grant

4. Who will benefit from the 'project'?

5. Where, when and frequency does the organisation meet?

6. What are the benefits of your organisation/ how many residents will it impact in Stoke Gifford?

7. Are you a business [ ], registered charity [ ], community group [ ] other [ ]

8. Please provide details of a) your annual costs, and b) the costs of the 'project' if different.

9. Please provide details of your income sources a) annual and b) for this 'project'

10. Amount requested from Stoke Gifford PC  
..... (range £50 - £1,000).

11. Please attach a copy of a) last annual accounts, b) a copy of the most recent bank statement, and c) your constitution if available

See reverse for Guidance

**STOKE GIFFORD PARISH COUNCIL  
GUIDANCE FOR MAKING A GRANT APPLICATION**

1. Stoke Gifford Parish Council is empowered to award grants to groups running projects in Stoke Gifford Harry Stoke and Little Stoke, or benefiting the residents of the Parish, for example:  
play schemes, environmental improvements, youth projects, elderly persons groups, cultural activities, recreational activities, international links.
2. Priority will be given to groups which benefit the residents within the parish of Stoke Gifford, and which demonstrate a long-term benefit to the community.
3. Upon receipt of the completed forms, the Council will consider grant aid applications at one of the two scheduled meetings each year (April and October). A representative must be present at the meeting to talk through the application.
4. Grant applications will not be considered in retrospect.
5. A condition of receiving a grant from Stoke Gifford Parish Council is the completion and return of this form and evidence of your organisation's current bank balance and a statement of income and expenditure for the last 12 months.
6. If your organisation has a written constitution and/or Equal Opportunities Policy, please enclose copies with your application form.
7. If an application is made for a specific item of equipment or services, copies of a quote or pro forma invoice are required for Council audit purposes.
8. All opportunities should be taken to recognise assistance from Stoke Gifford Parish Council. All printed material should include the following statement:  
*This group has received financial assistance from Stoke Gifford Parish Council.*
9. You may in future be approached by Stoke Gifford Parish Council to contribute items towards a display which depicts activities within the community that have been supported by the Council. In order that your project is represented, please retain photographs, programmes, press cuttings etc. for this purpose.
10. If you need further clarification or further assistance in the completion of the application, then please contact the Clerk.
11. Completed applications forms should be sent to the Clerk to Stoke Gifford Parish Council, Community Hall, Little Stoke Lane, Little Stoke, Bristol BS34 6HR

-----

If successful with your grant application request – please indicate below how you would prefer the payment to be made: -

a) BACS A/C No. \_\_\_\_\_ Sort No \_\_\_\_\_

Name of Payee \_\_\_\_\_

12. Once a grant is awarded, the sum must be spent within 12 months of the application.
13. Successful applicant must send evidence that the funds have been spent, in line with the application ie photo of event or equipment purchase etc email address clerk@stokegifford.org.uk