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 a Grant.

Name of organisation.....

Address of organisation.....

Email……..…….....

Name of Primary contact and job title.....

Describe the purpose of the Grant:

Who will benefit from this Project?

Where, when and how often does your Organisation meet?

Please provide details of the following:

How many individuals overall would/does this Project benefit?	
How many Stoke Gifford Parish residents would/does this benefit?	
If it helps, you can break this number down into residents from:	
Stoke Gifford	
Little Stoke	
Harry Stoke & Brooklands Park	

Please provide details of any other Councils / Organisations you have approached for Funding:

	Amount?	*Has this been successful?*
Stoke Park and Cheswick Parish Council		
Winterbourne Parish Council		
Bradley Stoke Town Council		
Filton Town Council		
Stoke Lodge and the Common Parish Council		
Charlton Hayes Parish Council		
Patchway Town Council		
South Gloucestershire Council		
Other Councils/Organisations/Businesses	*Amount?*	*Has this been successful?*
1)		
2)		
3)		
4)		

Have you previously applied for a Grant from Stoke Gifford Parish Council?

Yes ☐ No ☐

If Yes, please indicate:

How much did you apply for?.....

When did you make this application?.....

Was it successful?

Yes ☐ No ☐

Is your Organisation:

A Business [ ]
A registered Charity [ ]
A Community group [ ]
Other [ ]

Amount requested……..... (range £50 - £1,000)

Please provide details of:

- Your Annual costs and the costs of the Project if different
- Your Income sources - Annual and for this Project
- Your last Annual accounts
- A copy of the most recent Bank Statement
- Your Constitution (if available)

STOKE GIFFORD PARISH COUNCIL

GUIDANCE FOR GRANT APPLICATIONS

1. Stoke Gifford Parish Council is empowered to award grants to groups running projects in Stoke Gifford, Harry Stoke, Brooklands Park 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. Priority will be given to groups which benefit the residents within the Parish of Stoke Gifford and with a long-term benefit to the community.

2. Applications must be submitted by the 1st April or 1st October in order to be considered. Upon receipt of the completed forms, the Council will consider Grant aid applications at the next scheduled Full Council meeting. A representative must be present at the meeting to talk through the application. Please note that Grant applications will not be considered in retrospect.

3. 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. 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.

4. If your Organisation has a written constitution and/or Equal Opportunities Policy, please enclose copies with your application form.

5. 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.* You may in future be approached by Stoke Gifford Parish Council to contribute items towards a display which depicts the funded Project, so please retain photographs, press cuttings etc.

6. Completed applications forms should be sent to the Clerk at: Stoke Gifford Parish Council, Community Hall, Little Stoke Lane, Little Stoke, Bristol BS34 6HR or via clerk@stokegifford.org.uk If you need further clarification or assistance with your application, please contact the Clerk at the same address.

7. The Grant awarded must be spent within 12 months of the application. The recipient must send a report & evidence (e.g. photos) that the funds have been spent in line with the application. **Failure to do so will make you ineligible for future Grants from Stoke Gifford Parish Council.**

If successful, please indicate below how you would prefer the payment to be made:

BACS A/C No. _____ Sort Code_____

Name of Payee _____