



The Civil Parish of

Leek Wootton & Guy's Cliffe

COMMUNITY GRANT APPLICATION FORM

Please read the guidance and application notes before completing the form.

Applicant

Applications will be considered only from "not for profit" organisations. Applications will not be accepted where the benefit is to a single individual. Applications must be made in the name of the organisation or community group for which financial assistance is being requested and be supported by the main officers or leaders of the group.

1. Name of organisation

2. Contact name (representative for the organisation)

This should be the same person completing this form and agreeing to the declaration at Question 23. If necessary a person responsible for the grant money may be added at Questions 12-14.

3. Contact's position within the organisation

4. Contact's email

5. Contact's telephone number

6. Organisation (or Contact's) address

THE PROJECT

The project should be of benefit to a significant number of persons living within the Parish. Applications should be for one-off projects for example purchase of equipment, however applications for revenue costs will be considered if the organisation can demonstrate the adverse effect on the community due to lack of funds. Grants will not be awarded for expenditure already undertaken. Projects will not be funded if they are eligible for funding from other local authority funding sources, unless there is matched funding and this should be stated.

7. Project title (e.g. "purchase of equipment for...")

8. Description of project

9. Location of project

10. Total amount applied for

Applications should normally be for sums under £500. Grants above this figure may be considered. Projects that require on-going funding will only be considered if there is a clear plan of how it will be funded after the initial contribution from the Council's community grant fund.

11. Breakdown of funding applied for

Please provide an itemised breakdown of how money will be spent

12. Is the contact the same person who will be responsible for the grant, if awarded?

No financial information is requested in this form. Is there a Treasurer or Secretary of the organisation, responsible for banking, who should be contacted regarding financial questions?

YES

NO

If "Yes" go to Question 15

13. Name of person(s) responsible for the grant, if awarded

14. Email for person responsible for the grant, if awarded

15. Partner(s)

Indicate here any other funding agencies (either actual or potential) involved in this project.

16. What wider community needs does your project aim to fulfil?

17. Evidence of community need

18. How will this project meet this need?

19. Who will manage the project and how will it be monitored for success?

Who will have control of budgets, etc?

20. Timetable for implementation

Approximate dates for commencement and completion of the project

21. Will your project be monetised?

Will there be any form of entry fee or other charge to members of the community taking part?

NO

YES

MAYBE

If "No" go to Question 23

22. Please explain any plans or ideas for monetisation of the project

Please be aware that monetisation of the project does not mean refusal of a grant, but conditions may be placed on any grant awarded, including full or part repayment before distribution of profit.

DECLARATION

23. I (the person named in question 2 of this application form) confirm that the information I have provided above is correct and truthful and by agreeing to this statement, I agree to be contacted in relation to this application:

24. Date of application