



GRANT APPLICATION FORM 2024-25

Perranzabuloe Parish Council

Please ensure that you have read and understood the Grants Policy before completing this application form. All sections must be filled in if relevant to your application. If the form is incomplete or you have not attached the necessary documentation, it will not be considered at Committee.

Section One: Your organisation and contact details

Details about your organisation	
Name of organisation:	
Organisation address:	
	Postcode:
Contact name:	Position within the Organisation:
Contact address: (if different from above)	
Contact telephone number:	Email address:

More details about your organisation			
Voluntary Group: YES/NO* delete as applicable	Registered Charity: YES/NO* delete as applicable		
Other: (please specify)	Charity Number:		
What is the current membership?:	Adult	Child	As @ dd/mm/yy
Do you have a constitution or a set of governing rules?	YES/NO* Delete as applicable	*If yes, please provide a copy with this application. If no, please explain management structure on a separate sheet	

What are the main aims of your Organisation?

Section Two: About your grant

What would you like the grant for?	
Capital Project: YES/NO* delete as applicable	If yes, please give details of your project below
Revenue Grant – to help with costs: YES/NO* delete as applicable	If yes, please give details below
Community event: YES/NO* delete as applicable	If yes, please give details below
<p>Please include: Why you need funding to support your community project? Briefly describe the project or purpose for which you require a grant. How will it benefit the community or residents of Perranzabuloe? How many people living in Perranzabuloe will it benefit? Is it for the benefit of your members or the wider community? Is it aimed at a particular group within the community?</p>	
Continue on a separate sheet if necessary	

What do you hope to achieve?
For example: to improve local community facilities, to improve energy efficiency, to get more people to attend your group, to promote local heritage and culture or meeting evidenced community needs.

Who is the grant aimed at supporting? Please state how many in the applicable box.			
Children under 16	Young people under 25	Older people over 60	People with disabilities
Other: (please specify)			

What geographic areas will your project/event serve?

Which other organisations may use the organisation or group's facilities?

Which other organisations will benefit from this project/event?

How will you measure the success of your project?

For example: footfall (how will you measure), positive press coverage (please provide copies), delivered on time, on budget, increase in membership numbers

When do you intend to start and finish your project?

Please note: We will not be able to fund projects that have already started or completed before the application has been considered.

Building work/improvements

If building work/improvements are carried out as part of your application, please supply originals of the quotations, and also state if these works will provide access for people with disabilities – please give details.

Have you previously received a grant from Perranzabuloe Parish Council?
YES/NO* delete as applicable
*If yes, please give brief details and the amount, date and publicity of any grant received

Section Four: Additional information

Is there any other information that you wish to provide in support of your application for funding? You may wish to send additional information or continue a separate sheet

Section Five: Declaration

<ul style="list-style-type: none"> • I agree that, if successful, the grant will be used conditionally for the purpose for which it was applied. • I agree to report back to the Parish Council on the success of the project and provide accounts of how the money was spent? • I understand that the Parish Council reserves the right to publish on its website the names of the organisations that have been awarded grants and the amounts awarded. 	<ul style="list-style-type: none"> • I give consent for the Parish Council to retain the personal data I have submitted for the purpose of processing and administering this application. All unsuccessful applications will be destroyed. • I confirm that the organisation adheres to all relevant legislation and procedures e.g. Health and Safety, Risk Assessments, Safeguarding etc. • I understand that recognition of the grant must be made in any publicity.
Signed: (on behalf of organisation)	Position held:

Section Six: Supporting Documents

You are required to enclose the following documents to support your application. We do not hold any of this documentation from previous applications.	
1. A signed and completed application form	YES/NO* delete as applicable
2. An original copy of the quotation(s) for the project	YES/NO* delete as applicable
3. A copy of a recent bank statement (3 months or less) for all accounts held in the name of the group (the organisation is required to have a bank account in its own name)	YES/NO* delete as applicable
4. A copy of your most recent annual accounts or audited accounts	YES/NO* delete as applicable
5. Your constitution or other governing documents	YES/NO* delete as applicable
Failure to send ALL documentation required will result in it not being considered at Committee.	

Where to send your form

<p>If you would like any help or information to prepare your application, please contact the Clerk's Office: Telephone: 01872 572727 Email: clerk@perranzabuloe-pc.gov.uk www.perranzabuloe-pc.gov.uk</p> <p>Please email to the above email address or send the completed application form and supporting documentation to:</p> <p>Amanda Lash – Parish Clerk, Perranzabuloe Parish Council, Chyanhale, Ponsmere Valley, Perranporth, TR6 0DB</p> <p>You are advised to keep a copy of this application for your own records</p>

What happens next if your application is successful?

<p>Applications for consideration must be received 10 working days before the Finance & Operations Committee Meeting. Please look on our website for dates.</p> <p>The Finance Officer will write to you as soon after the meeting to confirm that the grant has been approved, to confirm the amount agreed and send you a grant monitoring form for completion. Cheques will only be made payable to the organisation's bank account – not an individual Perranzabuloe Parish Council reserves the right to reclaim the grant in the event of it not being used for the purposes specified on the application form</p>
