

APPLICATION FOR GRANT FROM CLAYGATE PARISH COUNCIL

1. YOUR ORGANISATION

(Name, address & description of activities. How long has your organisation been in existence)

INDIVIDUAL CONTACT DETAILS

2. REASON FOR GRANT

(Brief description of the project or scheme and how it will benefit Claygate – Full details to be provided separately if necessary.)

TOTAL COST OF SCHEME / PROJECT:

£

VALUE OF GRANT APPLIED FOR:

£

3. FOR ALL APPLICATIONS OVER £500 PLEASE EXPLAIN WHY THE PROPOSED ACTIVITY CANNOT BE REASONABLY FUNDED FROM INCOME AND/OR RESERVES.

4. FOR ALL APPLICATIONS OVER £500, IF THE GRANT IS TO BE THE 'SEED' FUNDING SOURCE, PLEASE SHOW OTHER SOURCES OF FUNDING THAT WILL CONTRIBUTE ONCE AN INITIAL AMOUNT IS RAISED.

5. FOR ALL APPLICATIONS OVER £500, IF CLAYGATE PARISH COUNCIL IS TO BE THE PROVIDER OF LAST RESORT, PLEASE SHOW OTHER FUND-RAISING ACTIVITIES OR SOURCES OF FUNDING

6. FOR ALL APPLICATIONS OVER £500 THE GRANT SHOULD BE MATCH-FUNDED OR SOME OTHER RESOURCE PROVIDED I.E. LABOUR, PLEASE GIVE INFORMATION.

7. PLEASE GIVE DATES AND AMOUNTS OF ANY PREVIOUS GRANTS FROM CLAYGATE PARISH COUNCIL

FOR ALL APPLICATIONS OVER £500 THE FOLLOWING INFORMATION **MUST** BE INCLUDED WITH THE APPLICATION FORM:

1. CONSTITUTION
2. RECENT ACCOUNTS (unless the organisation is just setting-up)
3. PROJECT PLAN
4. A STATEMENT OF FUNDING SOURCES (including information about approaches for funding which were unsuccessful)

FOR ALL APPLICATIONS ONCE THE FUNDING HAS BEEN USED, COPIES OF INVOICES AND A SHORT REPORT OF HOW THE MONEY HAS BEEN SPENT WILL BE REQUIRED.

Signed..... **Date**.....

Please return to Parish Clerk, Parish Council Office, C/O Claygate Village Hall, Church Road, Claygate, Surrey, KT10 0JP a minimum of 7days before the relevant full Council Meeting (dates available on the Parish Council Website).

If you have any queries please contact the Parish Clerk on 01372 467000 or email parishcouncil@claygate.info