

## Church Preen, Hughley & Kenley Parish Council Grant Application Form and Guidance Notes

Please read through this guidance note before completing the application. Please write clearly in the answer spaces or complete electronically.

If you need any assistance with completing this form, please contact:

Jayne Simmons, New Hall Cottage, Kenley, Shrewsbury, SY5 6NZ  
Tel: 07980 782566                      email: [jayne.simmons@cphk-pc.co.uk](mailto:jayne.simmons@cphk-pc.co.uk)

### **1) What can and can't be applied for.**

#### **You can apply for:**

- Any project that will benefit the inhabitants of Church Preen, Hughley & Kenley Parishes. Please refer to grants policy for further guidance

#### **You can't apply for:**

- Grants for individuals.
- Projects that have been completed.

### **2) When to submit your grant application?**

We can accept applications at any time, but applicants need to be aware that the Parish Council sets its Precept at the January meeting. If there are to be any large applications the Parish Council may need longer to make a decision.

### **3) Formal requirements**

- All grant applications have to be accompanied by a fully completed application form, a financial statement (e.g. statement of accounts, income & expenditure) and your equal opportunities policy (if you have one).
- Grant recipients will be required to provide evidence of how the grant was spent to the Parish Council. Recipients of grants in excess of £250 will need to provide a written report of how the grant money has been used within 12 months of receipt of the grant. This may take the form of an annual report or set of accounts which clearly identify the manner of spending. The written report must be deposited with the Clerk of the Council and hence becomes a document liable for inspection by the general public under provision of Section 228 of the Local Government Act 1972 (as amended).
- Grants over £500 may be made in scheduled payments during the financial year.
- Recipients may be asked to acknowledge Parish Council support on stationery and promotional material.

## Church Preen, Hughley & Kenley Parish Council Grant Application Form

Please complete all sections of this application form.

Return completed applications to:

Jayne Simmons, New Hall Cottage, Kenley, Shrewsbury, SY5 6NZ

email: [jayne.simmons@cphk-pc.co.uk](mailto:jayne.simmons@cphk-pc.co.uk)

### Section A – Please give the full name and address of the organisation applying for the grant and contact person.

Name of Organisation		
Organisation details Include address, email, telephone number, website		
Is this organisation a profit making concern?	Yes/No	
If this organisation is a registered charity please provide charity number.....		
Please provide a brief description of your organisation (i.e. what does it do)		
Contact person Enter details of a contact person if we have a question in relation to this grant application	Name	
	Address (if different to above)	
	Telephone	
	Email	

### Section B – details of requested grant

Grant amount being applied for	
Please provide details why this grant is required.	
Reason for grant application	
How it will benefit residents of Church Preen, Hughley & Kenley Parishes?	

How will the money be spent?	
When will the money be spent?	
Will your organisation recognise the grant by the Parish Council (i.e. will it acknowledge support on stationery, website or promotional material)	
How do you intend to keep the Parish Council informed about the project?	
Who should the cheque be made payable to?	

### Section C – Please provide details of other sources of finance

Have you applied to any other body for a grant towards the proposed project? <b>If yes, please provide evidence, including the amount.</b>	
How else do you raise income?	
If this grant application fails, what would happen?	

### Section D – Application and declaration

I declare that to the best of my knowledge the statement made in this application form, including any accompanying sheets, are true.

Signature.....  
(electronic submissions can use electronic signatures)

Print Name.....

Date.....