

UTTOXETER RURAL PARISH COUNCIL - GRANT APPLICATION FORM
FOR USE BY INDIVIDUALS AND ORGANISATIONS WITHIN THE PARISH

Thank you for applying for a grant from the Uttoxeter Rural Parish Council, please complete the form below and return it to the Parish Clerk, address on page 3 of this form. Please note that the Parish Council will only award grants to individuals and organisations within the Parish.

Please note the timeline for the Grants process: Application forms to be completed and sent to the Clerk by the end of August. The Parish Council considers all applications in its October meeting. Grants that are to be awarded are added to the Budget meeting in December and payments of Grants awarded are made in May the following year.

1. NAME AND ADDRESS OF ORGANISATION:

2. NAME AND CONTACT DETAILS OF APPLICANT:

3. BRIEF DESCRIPTION OF THE AIMS AND OBJECTIVES OF YOUR ORGANISATION:

4. PLEASE PROVIDE DETAILS OF ANY GRANTS RECEIVED FROM UTTOXETER RURAL PARISH COUNCIL, OR ANY OTHER SOURCE, IN THE LAST THREE YEARS:

5. HOW MUCH FUNDING ARE YOU APPLYING FOR? - £

PURPOSE OF GRANT AND TOTAL COST OF PROPOSED PROJECT

Please give a description of your project and explain what it seeks to achieve.

Remember to include the following in your description:

- **Why the project is needed.** (Please give details about how it has been informed by local insight and local needs)
- **What changes, benefits or affects your project aims to achieve.**

Please note, you must demonstrate how you meet the criteria.

Income and Other Funding for your Project			
Please list other sources of income , specifying whether they are “confirmed” or “unconfirmed” (such as Lottery, public funding, ticket sales, local and national grants or if applied to any locally-based body)			
Funder	Amount applied for	Date Application submitted	Application status (Delete as appropriate)
			Confirmed / Unconfirmed
			Confirmed / Unconfirmed

6. TO WHOM SHOULD PAYMENT BE MADE?
(Please note that payments cannot be made to individuals’ personal accounts)

Please enclose at least one current/latest bank statement with this application

Bank Account Name

Bank Account Number

Bank Account Sort Code

7. DECLARATION:
I declare that the information given is true to the best of my knowledge.

Signed Date

OFFICE USE ONLY	DATE REC:
DATE APPROVED:	AMOUNT APPROVED:

Before submitting your application, please check you have enclosed:

- ☐ any quotations received as detailed in your project/funding breakdown
- ☐ a recent bank statement and/or a copy of your most recent statement of accounts

PLEASE BE AWARE, ALL DATA WILL BE HELD IN A SECURE AREA AND NOT PASSED TO ANY THIRD PARTIES OUTSIDE THE COUNCIL and will be deleted once application processed. Please see the full Data Privacy Notice on our website -<https://utttoxeterruralparishcouncil.org.uk/parish-council/documents>

Please return completed application forms to:

Mrs. VRE Gibson, Parish Clerk to Uttoxeter Rural Parish Council
6 Alexandra Crescent
Uttoxeter
Staffordshire
ST14 7LQ

Date Last Ratified/Approved	Version Number	Revision/Amendment made/section	Next Review Date
16.05.2023	3		May 2024