

Carlton Parish Council

Grant Application Scheme – Application Form

Name of Group:		
Main group contact: (Full name and title)		
Position in group:		
Address:		
Telephone:		
Email:		
Provide a detailed description of the project and who will benefit from it		
Say how you know there is a need for your project		
What are the full costs of the project (including VAT if applicable)		
Please provide a breakdown of the expenditure for which this money is being applied for	Item Description	Cost

Where is other funding for the project to come from? (Tell us the funder and the amount you expect from them)	Funder	Amount(£)
Please tell us the stage at which your other applications are at, i.e. just applied for, awaiting outcome or funding confirmed		
Please provide details of previous grants your organisation has applied for from the parish council		

Supporting Information Checklist

Where relevant please ensure that the following documents are submitted with your application (accounts and bank statements must always be submitted).

	Tick to confirm enclosure
Group constitution or set of rules	
Copy of the most recent/audited accounts	
Evidence of planning permission (if necessary)	
Quotes for capital items and works over £500	
Three most recent bank account statements	

For Parish Council Use	
Date Received:	
Grant Awarded: (give minute reference)	
Grant Amount:	
Date:	