

MAYFIELD PARISH COUNCIL

Small Grant Application Form

For community groups and voluntary organisations

Your Details:

PLEASE USE BLOCK CAPITALS USING BLACK INK. COMPLETE ALL SECTIONS OF THE APPLICATION FORM

PLEASE READ MAYFIELD PARISH COUNCIL SMALL GRANT POLICY BEFORE COMPLETING THIS FORM -

<https://mayfieldparishcouncil.org.uk/statutory-documents/>

Name of Group	
Contact Person	
Address	
Postcode	
Telephone Number	
E-mail	
Date/Year Group was Established	
Bank Details	Name and address of Bank/Building Society: Account Name (Name payment should made out to) Account Number: Name of Signatories 1. 2. Please enclose at least one current/latest bank statement with this application
Is there a written constitution or terms of reference for your group?	Yes/No If yes please attach a copy
Is your group/organisation a registered charity?	Yes/No If yes please give number:

Your Project

Project Title:	
When will the project be delivered? (Please state project start and completion dates)	
Please give a description of your project and explain what it seeks to achieve.	
Remember to include the following in your description:	
<ul style="list-style-type: none">• Why the project is needed. (Please give details about how it has been informed by local insight and local needs)• How others (partners/communities/residents) are involved in your project. (e.g. how does it enable community development and capacity building, and show co-production with local communities? Is the project match funded – not necessarily cash e.g. people, buildings, etc.)• What changes, benefits or affects your project aims to achieve.• How your project supports the priorities of the Parish Council.	
Please note, you <u>must</u> demonstrate how you meet the criteria	
(Continue on a separate sheet if necessary)	
Why the project is needed:	
How others (partners/community/residents) are involved in your:	
What changes, benefits or affects your project aims to achieve:	
How your project supports the priorities of the Parish Council:	

Your Project's Financial Details

Is this your group's first application to the Parish Council?			
Have you received a grant from us in the past three - five years?			
If you answered "yes", please state when and the amount you were awarded			
Year			
Amount	£	£	£

How much funding are you applying for?	£	
<p>Please list below all costs associated with your activity, regardless of how it will be paid. Detail the cost of each individual item/activity (including an approximate cost of all in-kind contributions) and how much you are requesting from the Parish Council towards these items. Copies of quotations for goods and services should be provided where appropriate (continue on a separate sheet if necessary)</p>		
Item or activity	Total Cost	Amount requested from Parish Council
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
TOTAL	£	£

Income and Other Funding for your Project

<p>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)</p>			
Funder	Amount applied for	Date Application submitted	Application status (Delete as appropriate)
			Confirmed / Unconfirmed
			Confirmed / Unconfirmed
			Confirmed / Unconfirmed
			Confirmed / Unconfirmed

Your declaration

I declare, on behalf of the organisation, that the information provided is accurate to the best of my knowledge. I have read and understand the guidelines and, in the event of an award being granted, agree to comply with the conditions as stated in the eligibility criteria.

Name in full:			
Position:			
Signed:		Date:	

Before submitting your application, please check you have enclosed

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your group's constitution (where appropriate)

☐

a recent bank statement and/or a copy of your most recent statement of accounts

☐

any quotations received as detailed in your funding breakdown

Please return your grant application, with all paperwork, to the Parish Clerk, Mayfield Parish Council either by email clerk.mayfieldpc@gmail.com

or by post, the postal address is on the website
<https://mayfieldparishcouncil.org.uk/contact-us/>

Thank you for applying.

Please note: Evaluation forms will be provided to your group, by the Clerk, during your project, see Mayfield Small Grant Policy for all grant criteria (Ref: 5.1.10 to 5.1.15). The policy is on our website,
<https://mayfieldparishcouncil.org.uk/statutory-documents/>