

Ringshall Parish Council

Grant Application Form

Please complete all sections and return this form with supporting documents to the Clerk at:
clerk@ringshall-pc.gov.uk

1. Organisation Details

Name of Organisation:

Type of organisation (e.g. Charity, CIC, Club):

Contact Person:

Contact Address:

Contact Telephone No:

Contact Email Address:

Ensure your organisation meets the criteria in the Grants Policy, such as being properly constituted with a bank account requiring two signatories.

2. Previous Grants

a. Has your organisation received money from the Parish Council in previous years?

Yes/No

b. If "Yes", please specify the year, amount, and how the grant was used. For example:
"£500 in 2022 to purchase cricket equipment."

c. Please explain what steps your organisation has taken to become self-sufficient since the previous grant was awarded.

d. If your organisation is not aiming to become self-sufficient, please explain why.

3. Use of Grant and Community Benefits

a. Please confirm the amount you are requesting: £

Clearly state the amount you are applying for, up to the £2,000 maximum. This must be realistic and proportionate to the expected benefits.

b. Please explain what the money is required for:

Please note: Funding is not available for work which has already started or is completed or for costs which have already been incurred.

c. If you are part of a larger or national organisation, please confirm that these funds will not be sent to your central headquarters for redistribution. **Yes/No/Not applicable**

d. Please explain how your use of the grant will benefit the residents of Ringshall:

For example: "The grant will be used to meet the cost of lighting the public right of way through the churchyard which will enable all residents and visitors to Ringshall to use the right of way safely."

e. If this application is successful, what steps are planned to reduce reliance on grants in the future.

Example: "We plan to host annual fundraising events to generate income."

4. Funding from other sources

a. Has funding been sought from other bodies? **Yes/No**

b. If yes, please provide details. *For example: "We received £300 from Stowmarket Town Council for new lighting."*

c. Will you be able to match fund any grant? **Yes/No**

d. If yes, explain how you will contribute funds from other sources.

For example: "We will use £500 raised from a charity auction to match the grant."

e. If "No", please confirm the total funds held by your organisation (including any funds held in reserve accounts or investments).

Please note that funding is not available if your organisation holds significant unallocated reserves.

5. Declaration

I confirm that the information provided is accurate and that our organisation will comply with the

conditions set out in the Ringshall Parish Council Grants Policy.

Signed:

Date:

Name:

Position:

Please include copies of the following to support your application

- A copy of your constitution or set of rules, which define your organisation's aims, objectives, and operational procedures.
- Audited accounts for the last financial year if available. If not, provide alternative financial evidence, such as a treasurer's report or bank statements. Ensure accounts are signed by an independent person.
- If you intend to use the grant to fund the purchase of goods or services - a copy of the quote or other evidence of purchase cost. On occasion, the council may choose to purchase the goods for you rather than provide a grant.
- If you intend to use the grant to fund the costs of an event - a detailed cost breakdown.
- If you intend to use the grant for a project - a detailed project plan and cost breakdown.