Eastry Parish Council
Grant Application Form 2023/24

Question 1: Information about you or your organisation

1a: Your organisations name
This should be the name given in your constitution or set of rules

1b. Your Project Name

1c. Your Organisation's official address:

1d. Main contact name and phone number
This must be somebody who we can contact to talk about the application

1e. Contact's Position
For example, Treasurer or Secretary

1f. Address for correspondence if different from above

1g. If your organisation is a registered charity, please give a registration number

1h. What are the main activities of you organisation

Question 2: General information about your project

2a: Please describe the project location or venue

2b: Give a brief description of the project

Please tell us what this project is about and what its aims are, please continue on another sheet if necessary

2c: What is the intended final outcome(s) of your project?

2d: Brief Timetable for the project from beginning to end

Give the proposed start and finish date of the project. List proposed stages or activities and say when they will happen. If you have already done some preparation work or research please list this as well.

Question 3: Finance and Other Funding

3a: Please indicate what your organisation has done to obtain funding from other sources.

Include letters of completed applications from other bodies, sponsorship from local businesses etc.

3b: Please indicate what fund raising events your organisation has carried out or plans to carry out to raise funds for this project.

3c: Tell us how much money you need for your project and give a break down of what the money is for. Where possible please include at least two estimates for work or equipment.

Item or Activity………………………………………………………….	Total Cost ….
Total	

3d: How much are you requesting from the Parish Council

£

3e: Does your organisation have a bank account

Yes   **No**

If Yes i) what is the account name? ……………………………………..

        ii) what is the current balance? £

Please provide a copy of your most recent accounts. If you do not have any accounts please explain why.

Please include with this application:

1) You most recent accounts
2) Any supporting evidence for the need of the project
3) Evidence of secured funding or applications for other funding
4) Estimates for work/equipment were appropriate

Declaration

I confirm that I am authorised to sign this declaration. The information in it is correct to the best of my knowledge. If this application is successful the grant will only be used for the purposes specified in this application.

Signed: …………………………………………………….

Date: …………………………………………………….

Position (if applicable)………………………………………….

Return Completed forms to: Jo Jones, Clerk to the Parish Council, Thornton House, Thornton Lane, Eastry, Sandwich CT13 0EU or email to clerk@eastry-pc.gov.uk by Friday 5pm on 17th Nov 2023.

Guidance Notes

All groups and organisations who are properly constituted and have a current bank account can apply for projects that benefit local communities

Religious group applications will be considered, but must show that the project will bring wider community benefit.

Who can't apply:
- individuals
- political party groups.
- Groups that make a profit or were individual members or organisers make a financial gain.
- Businesses

The grant is a one-off. There is no funding for any future costs

You must use the grants for the reason stated in your application form.

Tips when filling in your form
- Complete separate application forms if you are applying for funding for different projects.
- Give a clear start date for the project.
- Inform us on your application form if you are applying for another grant or fund.
- Describe the broad community benefit that your project will bring. This must be for the benefit of local residents in Eastry Parish.
- You do not need to have funding from other sources for your project. If you do, please state this in your application.
- If your project needs any permissions (including from the landlord or local authority planning permission), you must obtain these before you apply.
- All questions must be fully completed for us to consider your application.
- Keep a copy of your application form for your records.