**Pilning & Severn Beach Parish Council**

**Document Control**Version 1  
Last agreed date by Full Council: 7th May 2024  
Next Review date: May 2025

**Appendix A Application Form**

This application form relates to projects to be considered for funding from the 2024/2025 budget until 31/03/2025 or 2025/2026 budget from 1st April 2025 Parish Council Budget. Please ensure that you have read and understand the Grants Policy before completing this form.

**Please read the policy before completing your application**

The completed application together with the necessary supporting documentation should be returned to Parish Clerk Jonathan Edwardes 6 Vicarage Road, Pilning Bristol BS35 4LN or by email to clerk@pilningsevernbeach-pc.gov.uk

Please complete all sections in Black Ink or electronically. If handwritten, please use additional sheets, as necessary.

|  |  |
| --- | --- |
| **1. Your Organisation** |  |
| Name of organisation |  |
| Contact Name |  |
| Position in organisation |  |
| Address for correspondence |  |
| Tel No. |  |
| Email address |  |
| **2. Details of Organisation** |  |
| Type e.g. voluntary not for profit, registered charity |  |
| Brief description of your organisation aims |  |
| Do you have a constitution or other document that provides more details about your organisation? If yes, please submit a copy in support of your application |  |
| How long has the organisation been in existence? |  |
| Is it run by a committee? |  |
| If yes, how many committee members? |  |
| Can anyone join?  If no, what are the restrictions? |  |
| How often do you meet? |  |
| Where are meetings held? |  |
| Are they public meetings? |  |
| How many members do you have? |  |
| How many members live in the parish of Pilning and Severn Beach? |  |
| **3. Your activities** |  |
| Please give a summary of the activities of your organisation during the last year. |  |
| If you are a new organisation, please outline the type of activities you wish to undertake |  |
| **4.The Project** |  |
| Please give details of the project, activity or service that this application relates |  |
| Why is it needed? |  |
| When will it start? |  |
| When will it end? |  |
| What is the total cost? |  |
| How much is this grant application for? |  |
| How will this be used? |  |
| How will this benefit residents of this parish? |  |
| Please give details of any other funding you been awarded or applied for in respect to this project. (Funder, amounts, usage etc.)  (Please provide copies of grant award offers in support of your application). |  |
| **5. Financial Details** |  |
| Copy of your latest bank statement enclosed?  If no, please state why |  |
| Copy of latest auditor accounts/financial statement enclosed?  If no, please state why |  |
| Please provide details of and / or enclose any supporting documentation or other relevant financial information that the parish council should be aware of in considering this application. E.g. quotations received to confirm project costs/amount applied for and /or, if newly formed, budget and business plan |  |
| Details of to whom the cheque payment should be made payable to and the address to where this should be sent should your application be successful |  |

Declaration I declare that I have the necessary authorisation from

|  |
| --- |
|  |

(name of applicant organisation)

to submit this application and the information provided is correct.

Completed by:

|  |
| --- |
| Name: |
| Position in organisation: |
| Signed |
| Date |

**Pilning & Severn Beach Parish Council**

**GRANTS AND DONATION POLICY  
Appendix C Grant/donation Acceptance Form**

I/We accept the offer of award of

|  |
| --- |
| £ |
| Dated |
| Awarded to |

|  |
| --- |
| from Pilning and Severn Beach Parish Council in respect of |

|  |
| --- |
| I/we declare that we are authorised to act on behalf of the applicant |

and agree to accept the terms and conditions as detailed below relevant to this award.

|  |
| --- |
| Signed: |
| Position: |
| Date: |