

**THORNCOMBE PARISH COUNCIL
GRANT APPLICATION FORM FOR 2020**

This form must be fully completed and forwarded to the Clerk to the Council, 5 Halletts Way, Axminster, EX13 5NB no later than noon on the 1st June 2020. Applications can be sent by email: johnvw@tiscali.co.uk

No late applications will be considered.

Successful grants will be paid during 2020 providing invoices or purchase orders, where applicable, are received.

Name of Organisation	
Charity Number (if applicable)	
Contact Name	
Telephone Contact Number	
Contact full address including postcode	
Email Address	

Please state below a short description of your organisation and its aims and objectives

1. Have you received a grant from Thorncombe Parish Council in the past? Yes/ No

If the answer is yes please state the year of the last grant and how much it was

Year		Amount	£
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2. If you provided details of previous grant payments please provide details of how this grant was used. This information will be useful to the Councillors in making their decision for this year. The Council reserves the right to request proof of this statement.

3. Please provide as much information as possible as to why you are applying for a grant and specifically what the funding, if granted, would be used for. **Note that if a grant is approved such funding must only be used for the agreed purpose. Written permission from the Council is required to change the use of any funding.**

How much are you applying for?

Amount	£
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4. Are you applying for a grant from any other organisations? Yes/No
5. Please state how much funding your organisation is making towards this project or scheme

6. If you answered yes to question 4 provide the names of those organisations

7. Please state what measures your organisation is doing to contribute to the tackling of the climate emergency, for example does it encourage walking or car sharing, remove or reduce single use plastics or use the community shop for supplies where applicable.

To enable the Council to determine your need we require you to provide us with a copy of your last audited accounts. If you do not have audited accounts we will require a copy of your latest bank statement together with a list of income and expenditure for the last 12 months. These documents should be signed by at least two officers of your organisation

The Council will normally pay grants via BACs, therefore please provide your banks details below

Name of Account	
Bank or Society	
Sort Code	
Account Number	

I hereby declare that the answers and statements that I have made are, to the best of my knowledge, true. I understand that legal action could be taken against either myself or the organisation I represent if I knowingly provided false information in an effort to gain public funds.

I hereby give Thorncombe Parish Council permission to retain information about my organisation for the purposes of administration and audit. I also give permission for Thorncombe Council to publish any amounts that we have been awarded. Thorncombe Parish Council will not pass on any sensitive data to any third party.

Signed	
Designation in Organisation	
Date	

Checklist

All sections of the application form have been completed	
A copy of our last audited accounts is attached to the form (or)	
A copy of our latest bank statement together with a list of income and expenditure for the year signed by two officers	

For Official Use Only

Grant Power	
RFO Recommendation	
F&GP Recommendation	
Council Decision	

GRANT APPLICATION GUIDELINE

1. All applications must be accompanied by the Council's Grant Application form which must be fully completed. The Council reserves the right to refuse any application form which is not fully completed.
2. A copy of the latest audited or certified accounts and a copy of the latest bank statement must be sent with the application. Failure to provide this information may result in the application being rejected.
3. Applications can only be accepted from non profit making organisations and societies. Applications cannot not be accepted from religious organisations.
4. Applications cannot be accepted from individual persons.

5. Applications for funding should be seen to benefit a reasonable number of people living within the parish of Thorncombe
6. Thorncombe Parish Council has declared a climate emergency, therefore your organisation should be able to show what you are doing towards tackling the climate emergency.
7. The Council would expect for organisations to raise a reasonable amount of funds themselves towards a specific project or scheme.
8. Requests for funds should be clearly seen to benefit a group of people within the parish boundary of Thorncombe and what your organisation might do in the future to benefit the local community. Examples might include running a stall at the village fete, holding an open evening or coffee morning.
9. It is important that you specify what your organisation is contributing to tackling climate emergency. Examples might include encouraging walking, car sharing or removing or deducing single use plastics.
10. Where the Council agrees funding for a specific project proof of purchase of the goods or services must be provided before the grant is distributed. Written permission must be obtained if there is any change to the use of funds.
11. It should be noted that an application for funding must be made each year. The Council does not contact organisations who have previously applied for funding.
12. The Council reserves the right to withdraw a grant if it feels that the condition of the grant has not been complied with, or to ask for a refund, or partial refund under those circumstances.
13. The Council reserves the right to impose what conditions it wishes as a condition of accepting an application for a grant.
14. The closing date of applications shall be the last date for receipt of applications.
15. The Council will not accept any liability for organisations and societies not becoming aware of the application period for grants, and therefore missing the deadline.
16. The Council may require you to attend a meeting of the Council to discuss your grant application.
17. If your application is approved payment will normally be made by electronic bank payment.