

STAINDROP PARISH COUNCIL

# Grant Application Form

Applicants are advised to read the Grant Awarding Policy of Staindrop Parish Council which sets out the grant application process and conditions of funding.

Applications for grants exceeding £100 must be submitted to the Clerk of the Parish Council by 31 October in the year prior to the financial year in which funding is required.

1	Name of organisation	
2	Address of organisation	
3	Contact name, telephone number and email address	
4	Position in the organisation	
5	Is the organisation a registered charity? (If yes, please give the Charity Number)	
6	Please provide a brief summary of the project	
7	Please provide a brief statement on how the project will benefit the parish	
8	What is the total cost of the project?	
9	What is the amount of grant requested?	
10	Are you applying to other organisations for funding? (If so, please state which, and for how much)	

11	<p>Please confirm that you are supplying with this application form the following supporting information where it is applicable and available</p> <ul style="list-style-type: none"> <li>• A copy of your written constitution or details of your aims and purpose</li> <li>• Full details of the project or activity</li> <li>• Demonstration that the grant will be of benefit to the local community within the parish</li> <li>• The proportion or number of beneficiaries living in the electoral area</li> <li>• Demonstration of a clear need for the funding</li> <li>• A copy of the organisation's previous year's accounts or, for new initiatives, a detailed budget and business plan</li> <li>• A copy of the organisation's latest bank statement</li> </ul>	
12	<p>Signed</p>  <p>Name in CAPITALS</p>	
13	<p>Date</p>	

*Please return the completed application form and supporting information to  
Staindrop Parish Council, Moor Edge, Snaisgill, Middleton-in-Teesdale DL12 0RP*

*If you require assistance in completing the application, please contact the Clerk on  
clerk@staindropparishcouncil.org or tel. 01833 640893.*