

Grant Application Form

Name of organisation		Charity number (if applicable)	
Address of organisation (if applicable)		When were you established?	

Main Contact		Second Contact	
Role in the Organisation		Role in the Organisation	
Address		Address	
Email		Email	
Phone		Phone	

Value of the Grant requested?		Is this for full or part funding? If part funding how will the rest of the project be funded?	
What will the grant be used for?			

WESTON LONGVILLE PARISH COUNCIL

How will your project benefit the community?	
Please supply your organisation's bank details. Name, account number and sort code.	
Use this space to provide any other information thought to be significant.	

Feel free to expand your explanation on another sheet.

Checklist of documents:

1. For any request where the total project sum exceeds £500 (regardless of requested contribution size):

- No less than 2 quotes for the work.
- A written narrative explaining the choice of the quote.

And,

Established organisations:

- A copy of last year's audited accounts.

Or,

For newly formed groups:

- A project plan indicating how the funds will be spent.
- A recent bank statement

2. For any request where the total project sum is below £500 (regardless of requested contribution size):

Established organisations:

- A copy of last year's audited accounts or a recent bank statement.

Or,

For newly formed groups:

- A project plan indicating how the funds will be spent.
- A recent bank statement

The form and labelled scanned supporting documents listed above should be sent to the Clerk clerk@westonlongville-pc.gov.uk

All documents will be treated as confidential.