

Ravenfield Parish Council

GRANT APPLICATION FORM

Name of Group / Organisation:			
Contact Name:			
Position in Organisation:			
Address:			
Telephone:			
Email:			
Is your organisation as registered charity?	Yes / No	If yes, Charity Number	
Do you have a bank account, which requires two unrelated people to authorise cheques and make withdrawals? This must be in the name of the organisation / group that it is applying for the grant.			Yes / No
Brief Description of your group / organisation's main purpose / activities			
Please provide the number, or percentage of members that belong to the organisation and live within the Ravenfield Parish Area:			
Details of any restrictions placed on who can use / access the organisation's services:			
Details of the project for which the grant is required:			
When will the project start? We do not offer retrospective funding.			Month / year

Will your project be completed within six months from receipt of your grant? If not, please explain why below.		Yes / No	
How will this project benefit the parishioners of Ravenfield?			
Total Cost of project	£	Amount of Grant requested	£
Have you received, applied or intend to apply for funding from any other source for this project?	Yes / No	If yes, please give name of other funder	
How much of the total cost do your group / organisation intend to raise yourself and how?			

Please tick to confirm you have included the following documents with your application.

1. Copies of your accounts for the last two years (if applicable) ☐
2. Bank statements for the last 3 months, signed by a member of your organisation, indicating their position within the organisation (if applicable) ☐
3. Copy of your organisations Constitution, Terms of Reference or Rules (if applicable) ☐
4. Evidence of any other award towards the project ☐
5. Any other supporting documentation e.g. quotes, needs analysis or survey results ☐

Please ensure that the person signing the declaration on behalf of your organisation has the appropriate authority to do so.

DECLARATION:

I confirm that the information contained in the application is correct to the best of my knowledge. I agree to that any money awarded by Ravenfield Parish Council as a result of this application will only be used for the purposes stated in the said application, and in accordance with the grant conditions detailed in the Parish Council's Grant Awarding Policy.

I confirm that the proposed project is lawful and confirms to any rules governing our group / organisation. I further agree to provide copies of receipts and invoices as required to Ravenfield Parish Council to confirm details of how the money has been spent if the application is successful.

I understand that all money awarded must be repaid to Ravenfield Parish Council and my organisation will not be able to apply for a future grant in the following circumstances:

- If a false declaration is made, or if any information contained in the application is found to be false, inflated or exaggerated
- If the proposed project does not proceed or is abandoned for any reason or if the organisation disbands during the period of the grant
- If the organisation does not provide the necessary invoices and receipts confirming how the money has been spent or does not comply with any other conditions stipulated.

Signed:

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Print Name:

.....

Position in the Organisation

.....

Date:

.....

Please sign the above declaration and return this form together with all supporting documentation required either by post or email to:

The Clerk
Ravenfield Parish Council
Ravenfield Parish Hall
Birchwood Drive
Ravenfield
Rotherham
S65 4PT

Email: clerk@ravenfieldparishcouncil.gov.uk

Please contact us if you need help with the form or advice about your application.

NOTES:

- Please complete all questions and sign and date the declaration at the end of the form.
- Where a question is not applicable, please enter N/a on the form.
- If you wish to provide additional information or expand on a question, please provide an attached sheet.
- Please refer to the Council's Grant Awarding Policy for full terms and conditions of grants.
- The deadline for returning completed applications will be advertised. Grant applications will be considered by the Council at the Parish Council meeting following the deadline advertised.
- Submission of this application does not automatically mean that an award will be granted. Ravenfield Parish Council reserves the right to award grants at their discretion.
- Only one project per application will be considered.