

KINGS CLIFFE PARISH COUNCIL GRANT APPLICATION FORM

Version 1.0 Jan 2022

1. Introduction

This document describes the information that an applicant will be required to provide when applying for a Grant from Kings Cliffe Parish Council (the PC).

Because the specific details of each section will be of variable length, rather than provide a 'paper style' form with pre-defined boxes that would constrain the information; the applicant should construct their own document using the numbered headings listed below.

The PC will base its decision on the information provided so it is in the applicant's interest to ensure that all relevant details are included. Please make sure you read and understand the PC's Grants Policy which can be found on the PC's website: <https://kingscliffe-pc.gov.uk/policies-and-procedures>

Please send your application document via email as a PDF file to the Clerk to the PC:

clerk@kingscliffe-pc.gov.uk

2. Headings and Notes

- 1) Name, address and contact details of the organisation applying for the grant. *Please include at least one contact telephone number and email address.*
- 2) Nature of the applying organisation. *Please include relevant charity or company registration numbers.*
- 3) Date of formation of the organisation and a summary of the management/membership structure. *Describe how changes are made to the management structure.*
- 4) URL for the organisation's website. *This website should include the organisation's constitution/articles of association and the latest set of accounts. If the organisation does not have a website then please include this information with your application in PDF format.*
- 5) Purpose to which the grant will be put.
- 6) Describe how the grant/project/purpose will enhance the quality of life of Kings Cliffe Residents.
- 7) State how much you are asking the PC to contribute and when the funds will be required.
- 8) Total cost of the project/purpose. *Please include a breakdown of the major costs.*
- 9) Sources of funding. *Please include a complete funding budget for the project showing sources of all funds and the details of any conditions attached to funding offers.*
- 10) Describe the timescale of the project. *Include the dates of all major 'milestones'.*
- 11) State if this is a one-off capital expense or if further funding will be required in the future to complete the project or to keep the project/facility running. *If further funding will be required please provide a plan showing how this will be achieved.*

- 12) Please provide the PC meeting date at which you expect to present your application in person. *Future PC meeting dates can be found on the PC's website: <https://kingscliffe-pc.gov.uk/> and you will have to notify the PC Clerk no later than 17:00 on the day prior to the meeting of your intention to address the PC.*
- 13) Include any other information that you feel relevant.

Revision History

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|-----|------------|---|
| 0.1 | Jan 2022. | First Draft |
| 0.2 | Jan 2022. | Added references to the PC Grant Policy and expected meeting date for presentation. |
| 1.0 | 14 Jan 22. | Adopted by the PC. |