



## APPLICATION FOR A CAPITAL GRANT 2021

### Your organisation

1. Name of organisation.....
2. Name of person submitting the application .....
3. Position in organisation.....
4. Contact details – Address.....  
.....
- Telephone.....                      E-Mail .....
5. Purpose/function of organisation.....  
.....
6. Current number of members or regular users .....
7. Age range of members/users.....
8. How many members/users are residents of the parish ?.....

### Grant application details

9. What is the grant sought for? .....
10. What is the total cost of the item/project? (*Please give a figure net of VAT if payable. Where the costs exceed £1,000 the Council would like to see copies of the quotes obtained.*) .....

11. How much is requested from the Parish Council?.....

12. How will the remainder of the costs be funded?

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13. When do you expect the item to be purchased/project to be completed?.....

14. What benefits do you expect from the item/project for which the grant is sought?.....

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Signed.....Date.....

### Guidance Notes

- Applicants should bear in mind that grants from the Parish Council for parish bodies are intended for capital items and not maintenance or running costs
- In general, the Council would expect 50% of the costs of the item/project to be funded by the organisation or from other sources
- The items to be purchased or the planned project should normally be completed and paid for within the financial year in which the grant is sought. If, after a grant offer has been made, the new project is delayed please inform the Clerk. Grants will not automatically be carried forward to the next financial year.
- Approved grants will be paid in the second half of the financial year which ends 31<sup>st</sup> March 2021, and upon receipt of copies of paid invoices which if including installation operations must also confirm that contractors used are suitably accredited for the type(s) of work(s) being undertaken.
- A copy of your organisation's latest financial accounts and your budget for 2021/22 must accompany your application.

Completed application forms should be returned **by 31<sup>st</sup> May 2021**

Mr J H F Farrell, Clerk to the Parish Council, Millers Cottage, Pinkham, Cleobury Mortimer, Kidderminster, Worcs. DY14 8QE or by e-mail to [belbroughtonpc@live.co.uk](mailto:belbroughtonpc@live.co.uk)