



## APPLICATION FOR A CAPITAL GRANT 2017

### Your organisation

1. Name of organisation.....
2. Name of person submitting the application .....
3. Position in organisation.....
4. Contact details – Address.....  
Telephone.....
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 2018, on receipt of copies of paid invoices.
- A copy of your organisation's latest financial accounts and your budget for 2017/18 must accompany your application.

Completed application forms should be returned **by 31<sup>st</sup> May 2017** to Mr J Farrell, Clerk to the Parish Council, at Millers Cottage, Pinkham, Cleobury Mortimer, Kidderminster, Worcs. DY14 8QE or by E-mail to [belbroughtonpc@live.co.uk](mailto:belbroughtonpc@live.co.uk)