

DITTISHAM PARISH COUNCIL

Incorporating the Hamlet of Capton and the Manors of Bozomzeal and Coombe

Grant Application Form

Please refer to our Grant Policy, including the selection criteria, before submitting your application. If you need any assistance please contact the Clerk to the Council.

Name of Group / Organisation:

[Organisation]

Address:

[Address of Organisation]

Name of Main Contact:

[Name of Main Contact]

Phone Number of Main Contact (landline)

[Phone Main Contact]

Phone Number of Main Contact (mobile)

[Mobile Phone Main Contact]

Email Address of Main Contact

[Email Address Main Contact]

Is the organisation a registered Charity? Yes / No

If yes please provide the registered charity number.

[Charity Number]

Are you a newly formed group (less than 1 year)? Yes / No

How long has your group been operating?

[time]

Does your group have a formal constitution? Yes / No

Please submit with your application.

Does your group have a management committee / steering group? Yes / No

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Does your group have an annual record of accounts? Yes / No

Please include a copy of your most recent accounts and bank statement with your application. If the organisation is newly formed please provide a cash flow forecast.

For organisations which do not have a bank account and for individuals, Dittisham Parish Council will only consider the direct purchase of items. Relevant supporting documentation will be required.

Please describe your group's main activities / purpose?

[Organisation Purpose]

What would the grant be used for?

[Grant Purpose]

**How would it benefit the Parish of Dittisham and its residents?
e.g. number of people who benefit, duration of benefit, type of benefit?**

[Grant Parish Benefit]

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When will the project take place?

[When]

Total cost of project

[Total Cost]

Total amount requested

[Total Requested]

How will value for money be obtained?

One way of obtaining value for money can be obtaining 3 quotes from suppliers. You can include copies of quotes with your application.

[Value for Money]

Are you applying to other organisations for funding? If yes please provide details:

[Other Organisations]

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Please provide estimates/costings to support the application

You can include copies of quotes from suppliers with your application:

Item	Cost
Total project cost	

What will you do if you get less funding than you asked for? Will all or part of the project still go ahead? Please tell us what could be achieved if you only receive part funding.

[Part Funding]

If successful, please state if you prefer your grant be paid by: cheque / bank transfer.
Please tell us who the cheque should be made payable to:

[Cheque Payee]

Please provide your bank account details:

Account name	
Sort Code:	
Account Number:	

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Please refer to our Grant Policy before submitting your application. If you need any assistance please contact the Clerk to the Council.

Please read the following carefully.

- You agree that Dittisham Parish Council will process your application in accordance with its Grant Policy. Your details can be held by Dittisham Parish Council in accordance with the Data Protection Act and Dittisham Parish Council's Privacy Policy to administer the grants process. The Policies are available from the Clerk and on www.dittishamparish.co.uk
- You are an official representative of your group and are authorised to apply for funding on their behalf.
- The information provided in this application is a fair and accurate description of your group and the project for which you are seeking funding. Misleading or inaccurate information may result in your application being rejected. Late application or failure to complete any section of the application form may result in your application being delayed or rejected.
- Information about your group and your project may be made available as part of Dittisham Parish Councils decision making system. Personal contact details and bank details will not be made public.
- You have given due regard to health and safety considerations and have controls in place to eliminate or reduce risk.
- You will provide Dittisham Parish Council with any information it requests to enable it to assess your application. This may include (but is not restricted to) a copy of your constitution, accounts and bank statements.
- You will provide Dittisham Parish Council with any evidence or monitoring information it requests to ensure that any grant awarded has been spent in accordance with this application and the Dittisham Parish Council Grant Policy.
- Grant funding may be subject to additional terms and conditions, which will be made available to you if your application is successful.

I am authorised to apply for funding and agree to abide by the terms and conditions of the grants process.

Signed	
Print Name	
Position in organisation	
Date	

Please send your completed application form to the Clerk. Email preferred.

parishclerk@dittishamparish.co.uk

c/o The Bungalow, Old Road, Harbertonford, Totnes, Devon, TQ9 7TA