

BALSALL PARISH COUNCIL

Tracey Carpenter, Clerk to the Parish Council
295/297 Kenilworth Road, Balsall Common, CV7 7EL
Tel: 01676 535679
E-mail: clerk@balsallparishcouncil.gov.uk
Web: www.balsallparishcouncil.gov.uk



GRANT APPLICATION FORM

Please read the guidance and application notes before completing the form. Grants are subject to the Parish Council's Grant awarding policy. Please use separate sheet(s) if necessary to provide the requested details.

Ref.	Description	Detail
1a	Name of Applicant	
1b	Applicant Contact Details	Name: Address: Email: Telephone: Mobile:
1c	Partner Organisations	
2a	Project Title	
2b	Project Objective(s)	
2c	Project Achievements – see 1.6 of the Grants Awarding Policy	
2d	Project Outcome(s)	

Ref.	Description	Detail
3	Project Rationale	
4	Location of Project	
5	Description of Project	
6a	Project Funding <i>Total project cost</i> <i>Amount applied for from BPC</i> <i>Identify Other Sources of Funding and Amount:</i>	£
		£
		Name: Amount: £
		Name: Amount: £
6b	Fund Raising	
7		
8	Project Management	
9	Project Plan	
10	Name(s) of Accountable Group Person(s)	
11	Payment Details	a/c name:
		bank sort code:
		a/c number:

Signature of Applicant:

Date:

Completed forms and any supplementary sheets should be sent to the following address:
Tracey Carpenter, Clerk to Balsall Parish Council, 295/297 Kenilworth Road, Balsall
Common, CV7 7EL email clerk@balsallparishcouncil.gov.uk

GUIDANCE for APPLICANTS

- 1a. Name of Applicant Group, main contact
- 1b. Applicant Contact Details, provide the contact address, email and telephone number of the applicant.
- 1c. Partner organisations, if appropriate, list all groups or agencies involved in delivering the project. If more than one council department is involved, please list each one separately. Indicate the lead or principal agency first.
- 2a. Project Title This should be brief but clear for eg purchase of equipment
- 2b. Project Objective(s) This should state what the project is intended to do, for whom, where and by when.
- 2c. Project Achievements What will the project achieve - see 1.6 of the Grants Awarding Policy (Guidance Notes)
- 2d. Project Outcome(s) What results will the project produce when complete and how will success be evaluated.
3. Project Rationale Explain what problem or need the project would address and who in the community will benefit from the project. The level of need should be quantified e.g. approx number of people who will gain benefit. How do you know that no other agency has plans to meet the need. Explain how the project will make a difference for those people affected and how it will contribute to the community.
4. Location Where will the project be located.
5. Project Description Describe what the project is e.g. to purchase x equipment to be used for y by z people.
- 6a. Project Funding Indicate total estimated project costs, the amount applied for from Balsall Parish Council and provide details of all other sources of funding with amount and indicate if these are applications or firm commitments. Explain how the project will be sustained after it is complete e.g. maintenance of equipment.
- 6b. Fund Raising - if appropriate, provide details of any fund raising activities or events proposed to raise the funds.
7. Project Costs - Provide a project budget giving a breakdown of the main cost elements (e.g. flooring, re-wiring, administration etc).
8. Project Management Explain who will be responsible for managing the project and how it will be managed.
9. Project Plan Provide estimated dates for key activities and milestones.
10. Name(s) of Accountable Group/Persons Give the names of the group or people that will be responsible for the money and explain their role. Include all those able to sign cheques for the group.
11. Name of Bank/Building Society account Give the name of the account and/or bank details for payment to be made. Please note that money cannot be made payable to an individual.

Please check you have included all required supporting documents.