



SECTION A: ABOUT YOUR ORGANISATION					
A1	Name of Group/Organisation				
A2	Contact Name		Position		
A3	Address				
A4	Telephone		E-mail		
A5	Website				
A6	Brief description of your group/organisation's main purpose/activities (If a registered charity, what are the charitable objects reported on the charity commission website)				
A7	Has your Organisation started up in the last year?		Yes/No		
A8	What date was your Organisation formed?				
A9	Are you affiliated to a National Body?		Yes/No		
A10	If Yes, please state which one(s)				
A11	Which geographical area will you be working in? please tick appropriate heading(s)				
	All of Croxley Green		Dickinsons Ward		Durrants Ward

Please read the terms and conditions set out on pages 5 and 6 before completing the forms on pages 1 to 4.

SECTION B: ABOUT YOUR GOVERNANCE AND FINANCIAL CONTROLS			
B1	What is the legal status of your organisation		
	Registered Charity please give regd. number		
	Voluntary or Community Organisation		
	Housing Association		
	Unregistered Association		
	Other (please state)		
B2	What is the purpose of your organisation		
B3	Does your Organisation have a formal constitution? Yes/No		
B4	List your trustees/directors/committee including their roles if applicable		
B5	Who controls the bank account and who authorises expenditure?		
B6	Please attach a copy of your last three years accounts OR projected cash flow if no accounts exist		
B7	Please attach a copy of your constitutional documents.		
B8	What authority do you have to submit this application?		
	Please provide a copy of (Minute?) giving you authority to make application.		
B9	What is the total income and expenditure of your organisation?		
	Income	£	Expenditure
			£

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SECTION C: ABOUT THE PROJECT AND PROPOSED GRANT				
C1	How much are you applying for?	£	What is the total cost of the project?	£
C2	What do you aim to achieve with this funding?			
C3	How will this project benefit the well-being of residents of Croxley Green?			
C4	How much of the total cost do your group/organisation intend to raise yourself and how?			
C5	Have you received, applied or intend to apply for funding from any other source for this project?			Yes/No
C6	If Yes, to whom have you applied or intend to apply. Please provide details of the outcome of the application and amount requested.			
C7	Please provide the number, or percentage of members that belong to the organisation and live within Croxley Green Parish area.			
C8	Details of any restrictions placed on who can use/access the organisation's services.			
C9	Who is the project aimed at assisting? Please select relevant categories:			
	Babies (0-3 years)		Children (3-7)	
	Young Persons (7-13)		Teenagers (13-18)	
	Parents		Single Mothers/Fathers	
	Elderly		Unemployed	
	Neighbourhood Group		Specific ethnic group	
	Other (please give details)			
C10	Will your project work in partnership with any other community, statutory or voluntary organisations? Please give details.			

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SECTION D: DECLARATIONS AND SIGNATURES

D1	<p>I/We have read and accepted the Guidance Notes and Conditions of Funding and have answered all questions fully, correctly, and truthfully.</p> <p>I/We confirm that any grant made will be used solely for the purpose outlined in this application.</p> <p>I/We agree that the support of Croxley Green Parish Council will be recognised on any materials produced and in any form of publicity as result of this grant.</p> <p>I/We understand that Croxley Green Parish Council reserves the right to request a list of names and addresses of members of my/our organisation if required to support this application.</p> <p>I/We understand that Croxley Green Parish Council may ask for additional information at any stage of the application process.</p> <p>I/We agree that I/we will be required to submit details showing how the grant funding was used and that Croxley Green Parish Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.</p> <p>I/We agree that no part of any grant funding will be directly or indirectly remitted to a National Body to which we are affiliated.</p> <p>I/We understand that this application form and supporting information will be copied and placed on the public agenda for Parish Council meetings. Personal data that has been supplied will not be disclosed and will be held by Croxley Green Parish Council in accordance with the Data Protection Act.</p>	
D2	Signed	
	Name	Position
	Date	

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APPLICATION FOR FINANCIAL SUPPORT CROXLEY GREEN PARISH COUNCIL

Grant Criteria

1. Applications for Grants will only be considered from local Community Groups with a majority of members having a bona fide address within the Parish; or from individuals with a permanent address within the Parish.
2. Only one Grant Application from a particular organisation or individual will be considered during the Council's financial year.
3. Grants will be made to assist the founding of local community groups or to provide temporary assistance for their continuing viability. Repeated grants to the same group or individual should not be expected.
4. Grants will be confined to local groups that have stated purposes that demonstrably enhance the well being of the community including; social, cultural, educational, recreational or sporting activities or provide facilities for the local community. Your attention is drawn to the strategic objectives of the Council available from the Council offices and on its website.
5. No grant will be entertained where the Council is expected to be the sole or majority funder; applicants are expected to seek co funders or to meet the majority of costs from their own resources.
6. If a grant is conditional upon the applicant securing funding from other sources, The Council may require documentary evidence that payments have been received from the other funders before payment can be made.
7. The Council reserves the right to seek additional information relating to any request for funding. This may include a request that the applicant obtains additional quotes for work/services to be funded in order to demonstrate value for money.
8. The Council may ask the applicant to submit documentary evidence that the applicant has used the full grant stated in the application for the purposes detailed. If the applicant is unable to provide this, then the Council reserves the right to request a full refund of unspent grant. It is expected that grant recipients will inform the Council if any grant will not be spent.
9. All grant awards must be used within 12 months of the award being made or returned to the Council. In exceptional circumstances the Council may agree on request to extend this period
10. The Council may require reports on the project, against the criteria on which application was made, so that members may monitor the benefits.

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11. If an organisation is awarded a grant, the Council may request recognition in any marketing material if appropriate.
12. Awards cannot be made to national organisations.
13. Applications must be made on the prescribed form, signed by the person applying and authorised by the signature of an officer of the group.
14. All applicants will be offered a 3-minute opportunity to make a case for the grant at a meeting of the Council or the appropriate committee. However, the grant application must be completed in full and contain all information to enable the Council to decide without additional material or a verbal representation. All valid Grant Applications will be considered on their merits.
15. The Council reserves the right to inspect, view or otherwise satisfy itself that the Grant has been disbursed in accordance with the details provided.
16. If your application is successful, it will be a requirement that the Council's support is displayed prominently in any promotional material published by your organisation or group in connection with the project or activity.

Notes

Please ensure that all sections of this application are fully completed. It is important to be concise and your responses must be on the form. Attach separate documents where applicable.

Data Protection. Any information entered onto this application form may be stored and held in accordance with the Data Protection Act and used by Croxley Green Parish Council. If you have any questions please contact The Clerk on either 01923 710250 or via e-mail at info@croxleygreen-pc.gov.uk

The application is in four parts, all of which must be completed in full before an application can be considered

Section A – About Your Organisation

Section B – About the Project and the Proposed Grant

Section C – About Your Governance and Financial Controls

Section D – Declarations and Signatures

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