



## Sutton Courtenay Parish Council

### **GRANT AWARDING INFORMATION FOR POTENTIAL APPLICANTS**

The Parish Council considers applications for grants annually when setting its budget for the next financial year in November or December. If granted, the monies would be available from 1<sup>st</sup> April in the following year.

#### Who can apply?

Any charity or organisation whose work primarily benefits some or all of the residents of Sutton Courtenay.

Applications cannot be made by commercial entities or individuals, nor can the Parish Council fund activities which are the responsibility of another statutory authority.

#### How to apply?

The attached application form, along with a copy of the organisation's constitution and most recent audited accounts should be forwarded to:- [info@suttoncourtenay-pc.gov.uk](mailto:info@suttoncourtenay-pc.gov.uk)

Applications must be received by 31<sup>st</sup> October for grants for the following financial year which runs from 1<sup>st</sup> April to 31<sup>st</sup> March.

#### Conditions of grants

- Grants must be spent on the purpose for which the application was made. Evidence of this must be proved to the Council within 12 months of approval of the grant.
- The Council may reclaim any grant funding if not used for the purpose specified in the application form.
- Ongoing commitments to grants in subsequent years will not be made/is not made with the awarding of a grant for one financial year.



# Sutton Courtenay Parish Council

## GRANT REQUEST APPLICATION FORM

Name of Organisation \_\_\_\_\_

Contact Details of person making the application:-

Name \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

Email Address \_\_\_\_\_

Position within organisation \_\_\_\_\_

Please provide details of the organisation, its aims and activities in the box below:

Please provide details of how any grant monies will be spent. Please include details of any particular groups which will benefit, how many residents of Sutton Courtenay are expected to benefit and how they will benefit from the grant.

Please confirm how much you are requesting from the parish council? \_\_\_\_\_

- I confirm that the above details are correct to the best of my knowledge.
- I confirm that I am authorised to make this application on behalf of the below named organisation.
- I attach a copy of the organisation's constitution and latest audited accounts.
- If the application is for a project, I also attach quotations for the work associated with the grant request.

Signature \_\_\_\_\_

Print name \_\_\_\_\_

On behalf of \_\_\_\_\_