**WALTON PARISH COUNCIL**

**GRANT APPLICATION FORM**

**Please complete this form in black ink and block capitals. You may continue on a blank sheet if necessary, but please put the name of your organisation on any additional sheets.**

**A. Your organisation**

Please give us the following information about your organisation:

Name of Organisation:

Address:…………………………………………………………………………..…………….……

E-mail: …………………………………………………….

Description of your organisation’s activities. Please list your aims and objectives**.**

How long has your organisation been in existence?

**B. Contact Details**

Name of contact:

Position:

Address for correspondence (if different from above):

E-mail :

Tel:

**C. Your Application**

a) Brief description of project or scheme for which grant is intended

b) Who will benefit from the proposed project or scheme?

c) Total cost of project or scheme:

d) How much are you applying for?

Please give an itemised breakdown of the expenditure for which this money which is being applied for. This must include evidence (i.e. suppliers’ estimates or price lists) of the likely cost of all items of expenditure, e.g. goods or labour costs.

**Applications to Other Bodies**

Has the organisation made any grant application to any other body for grant aid for this project?

If yes please give details:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of organisation applied to** | **Amount applied for** | **Date of application** | **Amount Received** |
|  |  |  |  |
|  |  |  |  |

If you have received any other sources of funding, not specified above? If YES, please give details here:

…………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………….

**D. Previous Applications**

Has your organisation previously applied for a grant from Walton Parish Council? If YES, please give details of the project and the date and amount of any grant received.

**E. Additional Information**

Are there any other comments you wish to make to support this application? Please give this information below, or attach a separate sheet:

**F. Your Financial Situation**

All applications must be accompanied by the following financial information:If you do not supply this information your application may not be considered.

* A copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position
* Photocopy of three of the most recent bank statements
* A statement of your capital assets, if any

**Signed: Date:**

Please return to Parish Clerk, Walton Parish Council, Walton Village Hall, School Lane, Wakefield, WF2 6PA (or via email). All applications will be considered at a council meeting. You will be notified whether or not your application has been successful after the council meeting.

If you have any queries, please contact the Parish Clerk on 07414 257902 or email [waltonparishcouncil@gmail.com](mailto:waltonparishcouncil@gmail.com).

**FOR OFFICE USE ONLY**

Date received:………………..

Grant awarded:……………….

Amount:……………………….