

# HOLCOT PARISH COUNCIL



## GRANT APPLICATION FORM

1.	Name of organization:	
2.	Name of contact:	
3.	Position within the organization:	
4.	Contact Email:	
5.	Contact Telephone Number:	
6.	Contact Address:	
7.	Is the organization a Registered Charity?	Yes/No
8.	Registered Charity Number:	
9.	Please provide a brief description of the purpose or project for which the grant is being requested?	
10.	What will be the total cost of the project?	£
11.	Amount being requested from Holcot Parish Council	£

12.	If the total cost of the project is more than the grant, how will the residue be financed?	£
13.	Have you applied for grant funding from Holcot Parish Council before?	Yes/No
14.	Have you applied for a grant for the same project to another organization?  If so, which organization and how much?	£
15.	Who will benefit from the project?	
16.	When will the funds be required?	
17.	Please provide a letterhead if you have one and payment details should your application be successful	

**A check list of information which could be provided along with the completed application form.**

- Most recent set of accounts/a detailed budget and business plan of the project
- Bank Statement
- The total cost of the project
- Start and end dates of the project
- Where possible, an accurate figure of the number of people that would benefit from the grants and how many of these live in the Parish
- Copies of quotations for any items such as equipment, courses, or activities that you are seeking to spend the grant on

**If Applicable**

- A copy of your organization's Constitution
- Letterhead
- Safeguarding Policy
- An Equality/Equal Opportunities policy
- A policy to ensure the safeguarding of children or vulnerable adults
- A copy of the organization's Public Liability Insurance
- Details of any reserves you hold and if these are earmarked for specific expenditure.
- Details of any other financial support you have secured or are applying for in support of the activity, including the group's own

**A checklist of information to provide following completion of the project.**

**Some, but not all.**

- Receipts
- Photographic evidence
- How was the grant spent
- Was the project successful
- Give a summary of the project outcome
- What impact has the project had on people involved/the local community
- Was the full grant amount spent? If no, give details of the amount left, what it will be spent on or whether it is to be returned
- Feedback Is there any other feedback you wish to give us
- You may be required to attend a Council meeting to give a verbal update

Signed ..... Date .....

Print Name .....

Please email completed form and relevant information to: [clerk@holcot-pc.gov.uk](mailto:clerk@holcot-pc.gov.uk)

Or post to:

Ruby Cole  
Clerk & RFO  
Holcot Parish Council  
32 Old Road  
Walgrave  
Northampton  
NN6 9QW