

# **Braughing Parish Council Grant Application Guidance Notes**

1. Applications for grants may be made by organisations within the parish.
2. Grants are not normally available to individuals.
3. The Parish Council does not keep financial reserves to award grants during the year.
4. All grant applications are considered at the Parish Council meeting in November each year. This is to ensure all successful applications are reflected in the budget setting process agreed at the January council meeting and included in the parish precept for the following financial year.
5. Applications may be made at any time during the year for funding during the following financial year.
6. Closing date for receipt of applications for consideration at the November meeting is 15 October each year.
7. All applications must be sent to the Parish Clerk:

Belinda Irons  
Clerk to Braughing Parish Council  
14 Crawley End  
Chrishall  
Essex  
SG8 8QL  
Tel 01763 838732  
Email: [chrishall@uwclub.net](mailto:chrishall@uwclub.net)

If you would like to make an application, then please use the form on the next page and submit to the Clerk.

# BRAUGHING PARISH COUNCIL GRANT APPLICATION FORM

## 1. Organisation Details

Name of Organisation/Group	
Contact Details	
Name of Contact	
Position in organisation/group	
Address for correspondence	
Tel No(s)	
Email address	
How does your organisation benefit the parish of Braughing in your activities? <i>(please attach a copy of your organisations constitution, if applicable)</i>	

## 2. Grant Details

Purpose of the Grant	
Total Cost of Project <i>(please attach copies of estimates and/or quotes, if applicable)</i>	
Details of any funding applications made to other bodies and amounts pledged or received	
Details of any other sources of funding	

Have you included a copy of the most recent accounts of your organisation? If not, why?	
Amount of Grant requested from Braughing Parish Council	
Please give dates and amounts of any grant received from this Council in the last 3 years	
Who will benefit from this grant and how?	

### **3. Signature of applicant**

Signature	
Date	

### **4. For Council use only**

Does this application clearly come within the Powers and Duties of Parish Councils? If so, which one/s?	
Date to be discussed at Parish Council?	
Decision – Grant/Reject	
Reason for decision	
Amount of Grant agreed by Council	
Date organisation/group notified of decision	
Date payment made to organisation/group	