

# MARTLESHAM PARISH COUNCIL

## GRANT APPLICATION

PLEASE COMPLETE ALL SECTIONS

NAME OF ORGANISATION: \_\_\_\_\_

If successful, cheque to be made payable to: \_\_\_\_\_

NAME AND ADDRESS OF CONTACT:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

POSTCODE \_\_\_\_\_

SIGNED ON BEHALF OF THE ORGANISATION: \_\_\_\_\_

Please enclose a copy of the following with your application:

Constitution

Most recent audited accounts

Please give details of previous applications to the Parish Council:

<u>Year of application</u>	<u>Purpose of grant</u>	<u>Amount granted</u>
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Please return to:

Martlesham Parish Council  
Parish Room  
Felixstowe Road  
Martlesham  
Woodbridge  
Suffolk IP12 4PB

Applications should be returned by **Monday 07<sup>th</sup> October 2019**

**The Parish Council is unable to assist with items where funds have already been spent. You should not, therefore, commit to any expenditure until a decision has been made.**

**Conditions of Grant:**

1. If successful a representative of the organisation will be presented with the cheque at the Annual Parish Meeting which normally takes place in late April. At the presentation we hope you will take the opportunity to outline the work of your group and that this will give you an opportunity to generate recognition and support for your valuable activities. The meeting will comprise representatives of local organisations, residents and parish councillors. We also intend taking photographs and using this occasion for publicity purposes on our website, in parish magazines and as a press release to local newspapers.
2. The local organisation is expected to provide a report on the activities supported by the grant, with photographs where appropriate, to the Annual Parish Meeting held at the end of the grant period. We will display this material in the Parish Rooms at the meeting. We also intend using this information for publicity purposes on the website, in parish magazines and as a press release to local newspapers to celebrate the partnership of local organisations and the Parish Council.
3. The local organisation must forward a copy of its annual accounts for the period covering the payment of the grant, to show how the grant has been spent.

Describe the location of the project

If necessary, has planning permission been given for the proposed project?  
(please quote planning application reference no. if applicable)

How will the project benefit the parish? (Please give details of who and how many will benefit, as well as what will be achieved as a result of the project. You may find it helpful to refer to the Parish Council grants policy, a copy of which is attached)

(Continue on a separate sheet if necessary)

Estimated **total** cost of the project:

- i) Purchase of Equipment (net of VAT) \_\_\_\_\_
- ii) Other Expenses \_\_\_\_\_  
(specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- iii) Estimated total cost \_\_\_\_\_
- iv) VAT \_\_\_\_\_

Please provide details of estimates obtained:

Please give details of equipment required for the project:

Please state amount of grant you are requesting from the Parish Council £\_\_\_\_\_ (please do not leave blank or vague; a figure is preferable)

If applicable, please indicate how the remainder of the cost of the project will be funded:

i) Other organisations (e.g. Suffolk Coastal District Council) £

ii) Fundraising £