

MARTLESHAM PARISH COUNCIL

GRANT APPLICATION

PLEASE COMPLETE ALL SECTIONS

NAME OF ORGANISATION: _____

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

or e-mail to: enquiries@martleshamcouncil.org.uk

Applications should be returned by **Monday 09 October 2023**

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. Your application should meet the criteria set out in the Council's grant policy.
2. If successful, your organisation is expected to provide a report on the activities supported by the grant, with photographs where appropriate, to the Annual Parish Meeting, which normally takes place in late April. We will display this material in the Parish Rooms at the meeting. You will also be invited to the Annual Parish Meeting for a formal presentation of your grant. The meeting will comprise representatives of local organisations, residents and parish councillors. We hope you will take the opportunity to outline the work of your group, which will enable you to generate recognition and hopefully support for your valuable activities. 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, to celebrate the partnership of local organisations and the Parish Council.
3. The grant will be paid by bank transfer to your organisation in April, unless you request payment by cheque. If successful, you will be asked to provide account details.
4. Subsequently you must forward a copy of your 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. East Suffolk Council) £

ii) Fundraising £