

# MARTLESHAM PARISH COUNCIL

## GRANT APPLICATION CARBON REDUCTION PROJECTS

**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 grant applications to the Parish Council:

<u>Year of application</u>	<u>Purpose of grant</u>	<u>Amount granted</u>
----------------------------	-------------------------	-----------------------

Please return to: Martlesham Parish Council  
Parish Room  
Felixstowe Road  
Martlesham  
Woodbridge  
Suffolk IP12 4PB

or e-mail to: [enquiries@martleshamcouncil.org.uk](mailto:enquiries@martleshamcouncil.org.uk)

**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. The Parish Council also reserves the right to seek further information about you or your organisation and your project, and it may seek information or advice from appropriate third parties.**

**Conditions of Grant:**

1. Your application should meet the criteria set out in the Council's grant policy.
2. If successful, the grant will be paid by bank transfer to your organisation once awarded by the full Council, unless you request payment by cheque. You will be asked to provide account details.
3. 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 Room at the meeting. You will also be invited to send a representative to the Annual Parish Meeting. The meeting will comprise representatives of local organisations, residents and parish councillors. We hope you will take the opportunity to present your project, which may generate local support. We 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.
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 nature and 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 £