



Have you made a grant application to any other body for grant aid for this project? Yes/No. If yes please provide us with the following details:

Name of organisation applied to	Amount applied for	Date of application	Amount received

If you have received funding for this project from other sources e.g. donations, fundraising, please detail these, and the amounts, below:

**D. Additional Information**

Are there any other comments you wish to make to support this application? Please give this information below, or attach a separate sheet:

**E. Your Organisation's Financial Situation**

All applications must be accompanied by the following financial information. **If you do not supply this information your application will not be considered unless previously agreed in writing by the Parish Council.**

- A copy of your organisation's latest approved statement of income and expenditure or other financial report which indicates your financial position, or
- Photocopy of bank statements covering the past six months
- A statement of your organisation's capital assets, if any

**If you are unable to supply this information, please contact the Parish Council for advice before submitting your application.**

**F. Declaration**

- I am authorised to make this application on behalf of the above organisation.
- I have read and noted the Parish Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded by the Parish Council.
- I certify that the information provided for this application is correct.
- If the information provided changes in any way, I will inform the Parish Council.
- I give permission for the Parish Council to record the details of my organisation electronically and to contact my organisation by phone, mail or email regarding this application.
- If the application is successful, I give permission for the Parish Council to publicise the project/activity on its website and in the local media.

Signed:

Date:

Please return the complete application form and relevant attachments to:

Mrs Tracy Snook, Parish Clerk, Chieveley Parish Council

Email: [chieveley.pc@btinternet.com](mailto:chieveley.pc@btinternet.com)

Post: 16 Middle Farm Close, Chieveley, Berkshire RG20 8RJ

Closing date: 31 October 2019 for 2020 applications

Late entries may not be considered.

All applications will be considered by the Parish Council at its meeting in November and ratified by Full Council in December 2019. Payment of awarded grants will be made May 2020 after receipt of the first instalment of the Precept for the year from West Berkshire Council.

## APPLICATION CHECKLIST

Please enclose the following with your application. We will only consider your application when we have received all of the information.

	Please Tick
Your signed application form and declaration with every question answered	
A copy of your organisation's latest audited annual accounts or photocopies of bank statements covering the past six months (if not applicable please state so i.e. newly formed organisation)	
A copy of your organisation's constitution or set of rules (if not applicable please state so)	
Copies of estimates/quotations for equipment/capital items	
<i>Note: You are advised to keep a copy of this application form for your own records.</i>	

### FOR OFFICE USE ONLY

Date received: \_\_\_\_\_ Checks against criteria/valid application: Yes/No

Grant awarded: Yes/No      Reason for rejection

Date applicant notified of award or rejection

Date grant paid:..... Amount:.....Cheque No:.....

Receipt rec'd from applicant:    Yes/No