

# COXHEATH PARISH COUNCIL

## Grant Application

### This pack contains:

- **Notes to help you with your application**
- **Our Application Form**
- **A Final Checklist**

### INFORMATION FOR APPLICANTS

We have written these notes to help you with your application. Please read them before you fill in the application form.

#### ***The following points are important. Please read them carefully:***

- Your project must be able to demonstrate local community benefit.
- When you apply, it is important that you describe the community benefit your project will bring. The benefit must be for the local community within the Parish of Coxheath.
- All grants given are one-off and, for one year only. If your project will continue over a longer period, you will need to show in your application that you have plans to cover future costs.
- We do not fund projects, which have already been completed, or costs you have already incurred before making your application. Your project must be committed to a start by the end of the current financial year.
- Any grant you receive will be specifically for the project described in your application. It must not be used for any other purpose.
- We do not require that your project has funding from other sources too (eg matched funding), but if it will have, you should show this in your application. This helps us to understand the size and scope of your project.
- You can apply up until the **end of February of the current financial year**. If your application comes in later than this, we may defer it to be considered in the next financial year, but we cannot guarantee this.
- We will only consider your application if you have provided answers to all of the questions on the application form and have given us enough information to understand your project properly.

- You be expected to demonstrate that you have tried to obtain funding from other sources BEFORE approaching the parish council for a grant.
- Evidence of the use of the full grant amount for the agreed purpose must be provided to the Parish Council within six months of the funding being transferred. **Should the evidence not be received the Parish Council will request the return of the funds.** Where requested by the Parish Council, grants will only be paid following receipt of appropriate invoices.
- Please also note that the project shall be instigated within 6 months of receiving the grant. Any unused grant money received for work not subsequently undertaken will be refunded. The applicant also undertakes to complete and return a progress report regarding the project as may reasonably be requested.

Please note that if you do receive a grant, we will expect that any publicity you give to your project will acknowledge the Parish Council's grant towards the project's costs.

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| <b>SECTION ONE: ABOUT YOU</b>                                                                                                                                                                                                                                                                                                                |
| <b>1.1 Name of group/organisation applying for a grant.</b>                                                                                                                                                                                                                                                                                  |
|                                                                                                                                                                                                                                                                                                                                              |
| <b>1.2 Please give two contacts in your group/organisation of which one must be the main contact.</b>                                                                                                                                                                                                                                        |
| Please provide us with both contacts address, telephone numbers and e-mail address.                                                                                                                                                                                                                                                          |
|                                                                                                                                                                                                                                                                                                                                              |
| <b>1.3 If your group/organisation is a Registered Charity, please give the number below:</b>                                                                                                                                                                                                                                                 |
|                                                                                                                                                                                                                                                                                                                                              |
| <b>1.4 What type of group/organisation are you and the date of when was it formed?</b>                                                                                                                                                                                                                                                       |
| (Please tick one only):                                                                                                                                                                                                                                                                                                                      |
| <input type="checkbox"/> <b>Youth organisation</b> <input type="checkbox"/> <b>Parish/Town/District Council</b><br><input type="checkbox"/> <b>Voluntary/local organisation</b> <input type="checkbox"/> <b>School</b> <input type="checkbox"/> <b>Church or Faith Group</b><br><input type="checkbox"/> <b>Other</b> (Please specify below) |
| <b>1.5 Have you previously received a grant from the Parish Council?</b>                                                                                                                                                                                                                                                                     |
| (Please tick one)                                                                                                                                                                                                                                                                                                                            |
| <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                                                                                                     |
| <b>1.6 If you have answered Yes to Question 1.5, please give details below.</b>                                                                                                                                                                                                                                                              |
| (Please give details of what the previous grant was for, how much was received and when)                                                                                                                                                                                                                                                     |
|                                                                                                                                                                                                                                                                                                                                              |

## SECTION TWO: ABOUT YOUR PROJECT

### **Title of Project:**

(please ensure to give your project a title)

### **2.1 Please briefly describe your project below** (maximum 100 words)

### **2.2 Will the project require planning permission? Y or N**

**If Y please give details of the permissions required and state whether these have been obtained.**

### **2.3 Please describe the benefits your project will bring to the community**

(Please be as specific as you can, and describe who will benefit, how, and by how much?)

**2.4 Which group(s) below will receive the main benefits from your project?**

(You may tick more than one)

- ☐ 0 - 5 years                      ☐ 60+ years
- ☐ 5 -11 years
- ☐ 11 -18 years
- ☐ 19 - 60 years

**2.5 When will your project start?**

(Please be as specific as you can)

**2.6 When will your project be completed?**

(Please be as specific as you can)

**SECTION THREE: THE COST OF YOUR PROJECT**

**3.1 What is the total cost of your project?**

**3.2 What amount of grant are you seeking in this application?**

**Please also enclose copies of estimates/quotations obtained within the last three (3) months for which funding is required.**

A quotation must clearly indicate the supplier, date and pricing.

- Grants under £1000: At least one quotation
- Grants from £1000 to £10,000: At least two quotations
- Grants over £10,000: AT least three quotations.

**Does your group/organisation have its own bank account if yes please provide us with the bank account name and bank name & address.**

**3.3 Please set out below the main items on which you will spend the grant:**

**3.4 If the grant you are seeking is less than the total project costs, please say where you will be getting the remaining funding from.**

(Please say how much and from where)

**3.5 Are you seeking, or planning to seek, grants towards any part of this project from elsewhere?**

(If so, please say how much)

**Declaration:**

**Title of project:**.....

If this application is successful, I confirm that the grant will only be used for the purposes specified in this application and that I will comply with all the terms and conditions attached with the grant.

I confirm that I am authorised to sign this application on behalf of my group/organisation. I understand that the statements contained within this application are true and that the information provided is correct.

**Signed:**.....

**Name:**(please print) .....

**Name of Organisation:** .....

**Position in the group/organisation** .....

**Date** .....

## **Final Checklist**

**Before you send in your application, please check each of the following:**

- **Have you answered all questions on the application form?**  
*We will not consider your application if it is not complete.*
- **Does your organisation have a bank account? See 3.2**
- *We will only make the grant payable to an official bank account for your group/organisation*
- **Have you kept a full copy of the application for your own records?**

Please send your completed form to:

Louise Goldsmith  
Clerk and RFO Coxheath Parish Council  
[clerk@coxheathparishcouncil.org.uk](mailto:clerk@coxheathparishcouncil.org.uk)

or by post to

Louise Goldsmith  
Clerk and RFO Coxheath Parish Council  
c/o 5 Artisan Road,  
Headcorn,  
Kent  
TN27 9AZ