

Merton Parish Council
Grant Awarding Policy – Application Form
Please read the Grant Awarding Policy prior to completing this form.

Contact details	
Organisation (if applicable)	
Contact name (for correspondence)	
Position held	
Contact address (for correspondence)	
Telephone number	Day: Night:
E-mail address	
Date of submission	

About your organisation	
When was the organisation set up?	
Describe the main activities of the organisation	
Is it part of or affiliated to any national organisation?	
Registered Charity No. (if applicable)	
Who should cheques be made payable to?	

Grant request	
Please state how much funding you would like from the Council	
Please give an indication of the overall cost of the project.	
Please state how you intend to spend the funds	
Have you received or applied for funding from other sources? Please give details	
Please give approx. number of Foulden residents that will benefit	
Please indicate if a specific group of people i.e. men only, over 60 etc will benefit	
Have previously received a grant or donation, from the Council? please give details	

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Supporting Statement	
Please give any additional information, which you feel will help to support your application and enclose any additional paperwork.	

Declaration	
<i>I declare to the best of my knowledge and belief that the information given on this application form and in any supporting material is correct and true.</i>	
Name	
Position in organisation	
Signature	
Date	
<p style="text-align: center;">In signing this declaration, you accept all responsibility for this funding and you must be 18 years or over. Completion of this form does not necessarily mean you will be awarded funds in part or whole. Grant application forms will be retained for a period of 6 years in line with the councils adopted file retention policy. No personal data (address, telephone number etc) will be circulated outside of the Parish council, whilst the application remains genuine and lawful.</p>	

Application Checklist		
	Yes	No
Completed application form with signed declaration		
A copy of the organisations written constitution or similar		
Copy of the previous year's accounts (budget and business plan for new organisations)		
Any other supporting paperwork i.e. quotes		

For Merton Parish Council use only	
Awarded (Yes/No)	
Reason	
Power used	
Reference of minutes	
Any additional conditions or requirements ¹	

¹ Where an award of £2000 is granted under the power of s137, the council **must** impose a condition on the recipient that he/she supplies the council within twelve months a statement in writing of the use to which the amount has been put.