Cadney cum Howsham Parish Council

**Parish Clerk –James Truepenny 46 Wrawby Street Brigg North Lincs DN20 8JB**

**Email –clerk@cadneycumhowsham.org.uk Tel 07971920551**

APPLICATION FOR GRANT AID UP TO £250

| Name of organisation |  |
| --- | --- |
| Name of person making application |  |
| Address |  |
| Contact telephone no. |  |
| Email address |  |
| Details of the project |  |
| Overall cost of the project |  |
| Amount sought |  |
| Details of any other own or external funding |  |
| Demonstrate clearly how the grant will help |  |
| How will this benefit the Parishioners of Cadney cum Howsham |  |
| Any other additional information that supports the application |  |

To support your application, please supply the following:

* **A copy of your constitution and, if appropriate, membership rules.**
* **A copy of your organisation’s audited accounts or accounts that have been examined by a suitably qualified person (or in the case of a newly formed organisation, a detailed budget and business plan).**
* **A copy of your Child Protection Policy (if applicable).**

The Council reserves the right to grant the amount requested, grant any amount up to that requested or to refuse any grant application. The Council may also award a grant subject to meeting additional criteria or the satisfactory answers to supplementary questions.

Failure to answer any of the questions on this form or to supply the information required may result in automatic disqualification from any grants.

By signing this form, you are certifying that all answers are true and correct to the best of your knowledge. If any of your responses are found to be untrue the Council reserves the right to take action to reclaim any grant awarded.

All grant funds awarded must only be used for the specific purposes stated in the 12 months following the award. Grant funds awarded must NOT be used for any other purpose. If your organisation finds it unable to use the funds for the purpose stated, the Council reserves the right to reclaim the grant from you.

However, if your organisation finds that it is having genuine difficulties using the funds for the specific purposes stated, please get in touch with the Council. Where appropriate, we will try to agree alternative uses of the funds with you. Only after such a written agreement from the Council is obtained may you use the funds for the alternative uses. It is in your own interest to discuss this with the Council at the earliest opportunity – otherwise the Council reserves the right to reclaim the money back from you.

Your organisation is responsible for acknowledging the contribution made by the Council as stated in your responses, and for meeting the cost of such acknowledgement.

You are expected to report to the Council success of your project in person or by report. This form will help the Council to ensure that the funds awarded have been used for the purposes set out in the application form.

If your organisation fails to comply with these terms and conditions, the Council reserves the right to take action to reclaim the amount awarded and to refuse funding in future years.

We will not provide funding retrospectively.

Money for small grants will be released when The Clerk has received invoices for the project in question.

**Please return the completed form to the Clerk**