

Holme upon Spalding Moor Parish Council

Small Grant Funding Application Form

Please complete all section of this form

1. YOUR DETAILS:

Name of Organisation

Project Name

Contact Name (person responsible for the application)

Position in Organisation

Postal Address

Contact Details: Telephone

Email:

Total cost of your project:

Amount being requested from Holme upon Spalding Moor Parish Council:

2. ORGANISATION DETAILS

Is your organisation a registered charity? Yes/No If yes please give charity number

If no describe the type of organisation (eg: community group, benefit society etc:)

How many people are involved in your group?

Management Committee Volunteers Paid Staff

Where, when and how frequently does your organisation meet?

How long has the organisation been running?

3. YOUR PROJECT

Please describe what you intend to use the grant fund for

How do you know there is a local need for your project/activity?

Where will your project/activity be delivered?

How many people will benefit?

What outcomes do you hope to achieve?

How will you know the project has been successful?

4. FINANCIAL DETAILS of your Organisation

Account Name:

Sort Code:

Account Number:

Does your organisation have any reserves?

If your reserves are more than your annual income, what are they reserved for?

Are you requesting Part or Total Funding for your project?

Have you explored other sources of funding?

Have you received other funding for this project and if so how much

Please submit audited accounts for the last financial year, plus up to date accounts and bank statements for the last 3 months

5. PROJECT COSTS

Please list all expenditure items needed for your project

Description	Value	Funding Request
Total		

6. DECLARATION

In dating, signing and submitting this document you confirm that, to the best of your knowledge, the information provided in this application is correct and you confirm that any grant awarded will be used exclusively for the purposes described.

Please note that this declaration form should be signed by at least one appropriately authorised signature along with the applicant named in section 1. Where your organisation is a registered charity, at least one signatory should be a trustee of that charity.

Signed

Position on Organisation	Date

Signed

Position on Organisation	Date

Checklist of additional documents you may need to send us:

- **A copy of the organisations constitution or aims and objectives**
- **A copy of the organisations audited accounts for the previous financial year**
- **A copy of the most recent bank statement**

Please send you application together with additional documents to:

Catherine Simpson
19 Princess Road
Market Weighton
YO43 3BX

Catherine.simpson@hosmparishcouncil.co.uk