



SMALL GRANTS APPLICATION FORM

FINANCIAL YEAR 2023/2024

Guidance Notes: Please read carefully before completing application form for grant assistance.

1. Completing the Application Form

The application should be completed in black print or type.

Incomplete application forms will be returned to the applicant and may subsequently miss the application deadline.

If you experience any difficulties in completing the application form, please contact the Clerk to Parish Council on (01582) 883990.

2. Constitution

All applications must be accompanied by either a written constitution or evidence of how the Organisation is working towards formalising its constitution.

3. Financial Information

All applicants must have a bank account in the name of the organisation to which payment can be issued. Organisations which have been in existence for greater than one year should provide a copy of their latest audited accounts.

Organisations which have been in existence for less than one year should provide details of its financial activities.

4. Grants Timetable

Deadline for submission of applications: **29th September 2023** Grant award deadline: **31st March 2024**

5. Return of Applications

Please return to: theparishclerk@bartonleclay-pc.gov.uk

Barton-le-Clay Parish Council
1 Windsor Parade
Barton-le-Clay
Bedford MK45 4NA

1. Information about the Organisation:	Enter details below:
Name of Organisation:	
Correspondence Address:	
Contact Name:	
Contact Telephone Number:	
Contact Email Address:	
2. Type of Organisation:	Please place tick below:
Voluntary	
Community/Residents Group	
Registered Charity (provide Charity No)	
Company Limited by Guarantee	
Trust	
Other (please give brief description)	
3. Details of the Organisation's Activities	Enter details below:
Describe the Organisation:	

Describe the Organisations Aims & Activities:	
4. Nature of Application & Financial Assistance Sought	Enter details below:
For what purpose(s) are you seeking financial assistance?	
How will the residents of Barton benefit?	
Total cost of project for which funding is sought?	
Proportion to be met from applicants own funds (<i>if any</i>)?	
Amount of grant aid being sought? (<i>Please attach copies of relevant quotes if any</i>)	
What financial assistance has been/will be sought from other sources? (<i>Please detail sources, amounts & outcomes</i>)	
5. PAYMENT DETAILS Please provide the following information.	Enter details below:
Bank Account Name:	
Account Number:	
Sort Code:	
Name of and Address of Treasurer:	

Other information (*please use this space to provide any other information which you feel would assist the Council when considering your application*):

Declaration:

The information given in this application and supplied with it is to the best of my knowledge true and accurate. Any financial assistance awarded will be used solely and exclusively for, and by the named organisation for the purposes outlined in the application. I understand that copies of this application form and other supporting documentation may be made available to officers and members of Barton-le-Clay Parish Council. The Parish Council reserves the right to verify the use of any financial assistance granted. To that end, the use of financial assistance may be subject to independent verification.

Signature:

Print Name:

Date: