



Carn Brea Parish Council

Consel Plu Carn Bre



APPLICATION FOR A GRANT/DONATION

1 ORGANISATION	
a. Name of the Charity, Voluntary Group or Community Organisation making the application	
b. Give the names and position of two representatives authorised to make the application:	
Name:	Name:
Address:	Address:
Tel.no:	Tel.no:
Email:	Email:
Status:	Status:
c. Registered Charity Number: (if applicable)	
2 DETAILS OF THE ORGANISATION	
a. What is the purpose of the organisation?	
b. When was the organisation formed?	
c. What is the present active membership? (if applicable)	
d. What is the current total of organisations funds?	
e. Are the accounts audited annually?	
f. Give the location / distance to the nearest similar organisation (if applicable).	
g. Are your activities open to the public or restricted to members?	
h. If the application is in respect of the purchase or improvement of land or buildings, who owns the land or buildings?	
i. Please supply the minutes of the meeting at which your organisation decided to make this grant/donations application (if applicable)	
3 REASON FOR APPLICATION Give brief details of the reason for which the Application is being made (Please complete this section even if you have included full details elsewhere).	

4. COST OF THE PROJECT	What is the estimated cost of:
a. Acquisition of land	
b. Acquisition of buildings	
c. Purchase of games equipment	
d. Purchase of other equipment	
e. Refurbishment of existing buildings	
f. Construction of new buildings	
g. Legal charges	
h. Professional Fees	
i. Other expenses	
j. TOTAL ESTIMATED COSTS	
(please make the above estimated costs as accurate as possible as the award of any grant will be based upon the Total Estimated Costs given above. The grant will be paid based on the Actual Financial Cost, if this is a lesser figure).	
k. What funds are already available towards the project ?	
l. What amount are you applying for from Carn Brea Parish Council?	
m. Explain how the grant will benefit residents of Carn Brea Parish	
5. OTHER INFORMATION	
a. What are the estimated future maintenance and running costs? (if applicable)	
b. What sources of income will be available to meet the estimated maintenance and running costs? (if applicable)	
c. Has any contract or other binding agreement been entered into in respect of any part of the expenditure for which the grant aid is sought? (if applicable)	
d. Has planning permission been obtained? (if applicable)	
You may need to send other documents along with this form. Please refer to the enclosed checklist.	
e. Please share with us any ways by which you as an organisation have been raising funds towards this project.	
f. Please write anything else you wish to say about your application: -	
6. SIGNATURES REPRESENTATIVE (1)	REPRESENTATIVE (2)
(signature)	(signature)
(print name)	(print name)
Date	Date
CHEQUE TO BE MADE PAYABLE TO: - (cheques cannot be made payable to an individual) ADDRESS CHEQUE TO BE SENT:	

CARN BREA PARISH COUNCIL

REQUEST FOR A GRANT/DONATION

AGREEMENT

I confirm, that the group named on the front of this application form has authorised me to sign this agreement on their behalf. We certify that the information given in this application is true and confirm that the enclosures (which we have referred to on the checklist) are current, accurate and adopted or approved by the organisation. If this application is successful, the group will keep to the following terms and conditions.

We understand and agree to the following:

- We will use any grant for exactly the purpose set out in this application.
- We will not make any change to the project without first receiving the Council's agreement in writing.
- We will not sell or dispose of any equipment or other assets which we have bought with a grant without first receiving the Council's agreement in writing. If we sell any equipment or assets, we may have to pay Carn Brea Parish Council part of the money we receive from them. The amount we repay will be in direct proportion to the share of the project cost received from the Council.
- We will not use the grant to pay for goods or services which we buy or order before we receive the award confirming the grant.
- If we receive a grant for a pilot project, we understand that the Council will not automatically fund any later projects.
- We will keep all financial records pertaining to the grant and make these available if requested.
- The Council may ask us to repay a grant, in whole or in part, in the following circumstances:
 - If we fail to keep to this agreement in any way
 - If the application form was completed dishonestly or the supporting documents gave false or misleading information.
 - If we close down, become insolvent, go into administration, receivership or liquidation (sequestration) or make an arrangement with our creditors
- We understand that invoices/receipts for goods/supplies purchased after notification of grant awarded need to be supplied before grant money can be issued.

Name

Position

Signed

Date

CARN BREA PARISH COUNCIL

REQUEST FOR A GRANT/DONATIONS

IMPORTANT

Carn Brea Parish Council will only process your application if:

- you complete all relevant questions
- the proper people sign the form and contract
- you enclose the necessary documents
- you complete the checklist below

CHECKLIST

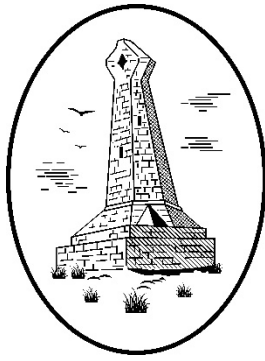
- We have answered all the questions on the application form
- A senior person from the organisation has signed the contract
- We have enclosed a copy of our constitution
- We have enclosed a copy of our latest Annual Accounts
- We have made a copy of this application for our reference
- We have enclosed other documents that support our application

Please remember, if you have not answered all the relevant questions and sent all the information we require, we will return your application to you and this will cause a delay.

The Council considers its grant applications twice a year, usually in June and January. Please check with the Clerk for the next date for applications to be considered.

Forms to be returned to: **Carn Brea Parish Council**
Treloweth Community Hall
Moorfield Road
Pool, Redruth
Cornwall
TR15 3QB

Email: carnbreapc@btconnect.com



CARN BREA PARISH COUNCIL

PROCESS FOR APPLYING FOR GRANTS OR DONATIONS

1. Complete the application form – available on our website or by requesting a copy from our office.
2. Send in the application form, plus any supporting documents as stated in the agreement and checklist, to our office.
3. The application form is received at the office. It is checked and you will be contacted if there are any queries.
4. Carn Brea Parish Council will then consider and make a decision on your application at the Full Council meeting in either January or June. The closing date for your application to be considered in January is 31 st December and for June is 31 st May.
5. After the meeting Carn Brea Parish Council will write to advise you of the decision and will confirm the amount awarded (see note A below).
6. For grant awards you will then need to supply to our office the invoices/receipts for any purchase of goods and/or services which the grant relates to (see note B below).
7. Once those invoices/receipts have been received and checked, Carn Brea Parish Council will send out a cheque for the grant amount awarded (see note C below).

A. Be aware that until you receive confirmation that a grant has been awarded you must not presume that you will receive a grant, or that the amount requested will be the amount awarded.

B. Any invoices/receipts provided to us that are dated prior to the letter awarding a grant amount to you will not be accepted.

C. Payment of grant monies cannot take place until our office has received the invoices/receipts for your purchase of goods and/or services. Cheques cannot be made payable to an individual.

Example

ABC Community Group apply for a grant of £125 to buy a bench for ABC village.

They complete an application form and send it in to Carn Brea Parish Council office in July 2018.

The application will not be considered until the Full Council meeting in January 2019.

After the meeting a letter is sent to the ABC Community Group advising that they have been successful and have been awarded a grant of £100 towards the purchase of a bench.

ABC Community Group can now buy a bench and send the invoice in to the office.

They will then be sent a cheque for the £100 grant they were awarded.