



GRANT APPLICATION FORM

GUIDELINES

- The information you provide on this form will help us to assess your funding application.
- Please complete all sections, providing an 'N/A' response if no response can be given.
- Long Ashton Parish Council prioritises funding to activities and organisations that can demonstrate meaningful impact for Long Ashton parish residents and communities.
- The decision on which applications will be supported and the level of funding offered is made by Long Ashton Parish Councillors. Their decision is final.
- Due to the limited funding the parish council has available, not all applicants are successful and some applicants may be offered less than the amount requested.
- Unspent funding should be notified in your Monitoring Report and may need to be repaid.
- Where possible, please complete your application form electronically. We will accept handwritten application forms if this is the only way you can complete it.

Please refer to LAPC's Small Grant Awarding Policy for full details

Eligibility Check:

I confirm that the applicant organisation is one of the following:

Charity, Industrial Provident Society, Parochial Church Council, other exempted/excepted organisation (e.g. scout group)

Yes No

Please specify and provide a registration number if you have one:

Q1. Contact Details

Name of organisation:

Organisation address:

Postcode:

Website:

About this application

Q8. I am applying for: Core running costs Project costs

Please describe what this grant will be used for (max 500 words)

Q9. Why is this work needed? (max 500 words)

Q10. How will you demonstrate the impact your project has achieved?

Q11. Please confirm you will return a completed Project Monitoring Form within 30 days of the end of your project (to be supplied to all successful applicants).

Yes

Q12. When will your project commence? (please note we are unable to provide funding for any project that is unable to commence by 31st March 2022).

Q13. Which of the following categories best describes the aim of your project (tick)?

Children and Young People	Community/Social Action	Improving Health
Enjoying Later Life	The Natural Environment	The Built Environment
Other (please describe)		

Q14. How many people from the Long Ashton parish do you expect to benefit directly from this specific project or activity?

Money

Q15. How much will the project cost in total?

£

Q16. Where will the money come from? If you are applying for core costs, please give your annual budget. (Indicate funds already secured with an 'S')

Long Ashton Parish Council	£
	£
	£
	£
	£

Q17. What are you asking us to fund with the grant?

Item	Total Cost	Amount Requested
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
Grand total:	£	£

Administrative information

Q16. Does your organisation have a bank account in its own name?

Yes No

Q17. If no, please tell us which organisation will hold the funding on your organisation's behalf (*we are unable to pay funding to a personal bank account*)

Q18. Please provide the name and address that your cheque for funding should be made payable to.

Payee Name (to be written on the cheque)	Address and Postcode

Declaration

- I am authorised to make the application on behalf of this organisation and I confirm I have complied with my organisation's own fundraising rules.
- I certify that the information contained in this application is correct.
- If the information in the application changes in any way, I will inform the Clerk.
- I give permission for Long Ashton Parish Council to record the details of my organisation electronically and to share them with Long Ashton Parish Councillors.
- I give permission for Long Ashton Parish Council to record the details contained within this form and subsequent Monitoring Forms electronically.
- I give permission for a redacted version of this application to be shared in a public meeting and on the Long Ashton Parish Council website

Signed:	Dated:
Name	Contact Details

Checklist

Please enclose or evidence the following with your application:

- Most recent annual accounts*
- Constitution or set of rules
- Safeguarding Policy (required for all activities/ projects where children, young people or vulnerable adults are to be engaged)
- Relevant insurance cover
- A completed Risk Assessment for the activity/s relative to this application
- A copy of your most recent bank statement**
- Copies of written estimates or catalogue pages***

**If your organisation doesn't prepare annual accounts, copies of bank statements covering the previous six months should be provided instead.*

***If your organisation has a bank account*

****If your grant is to purchase equipment*

Please use this box to provide additional information if you're unable to provide any items from the above checklist.

Send your completed application and supporting documents to arrive no later than 31st January 2022 to:

Email: clerk@longashtonparishcouncil.com

Please write 'LAPC Small Grants' in the subject line.

Post:

The Clerk
Long Ashton Parish Council
c/o Long Ashton Village Hall
Keedwell Hill
Long Ashton
BRISTOL
BS41

Tel: 01275 393551