**YAXHAM PARISH COUNCIL**

**MEDIUM & LARGER PROJECTS\***

**2018/2019 GRANT ELIGIBILITY & APPLICATION FORM**

***\**** *Medium projects are those requesting £1,001 to £10,000 and Larger projects are those requesting £10,001 or more from the Parish Council*

Please fill in all sections. Should you wish to expand on a question please enclose additional information separately. Only one project per application. The Declaration at end of form must be signed and dated. When completed please return this application form to:

**Mrs Melanie Eversfield**

**Clerk to Yaxham Parish Council**

**19 Willow Close**

**Brundall**

**Norfolk NR13 5PZ**

**Tel: 01603 712943**

**Email:** [**yaxhamparishclerk@gmail.com**](mailto:yaxhamparishclerk@gmail.com)

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| --- | --- |
| **1. Your organisation** | |
| Name of organisation |  |
| Primary Contact name |  |
| Position in organisation |  |
| Tel No. |  |
| Email address |  |
| Secondary Contact name |  |
| Position in organisation |  |
| Tel No. |  |
| Email address |  |
| Address for correspondence |  |

|  |
| --- |
| **2. About the project**  **Please attach additional pages if required** |
| Please give details of your proposed project, what you propose to use any grant awarded for and timescale including when the project is expected to commence and be completed. |
| Where is your project located? Do you have the landowner’s permission to proceed? Do you need planning permission or other permissions? If so at what stage are your applications at? |
| Please give details of consultation you have undertaken with the community for this project. |
| **3. Financial details** |

|  |  |
| --- | --- |
| What is the total project cost? Please give details of costs, including any estimates, quotations or prices obtained (please attach copies). For projects over £10,000 please provide a project plan.  *\*If the circumstances of the proposed project makes it unlikely that these requirements can be met then this should be explained in detail for the Parish Council to consider.* | |
| How much is this grant application for? |  |
| Do you receive funding from other sources? If yes, please give details of who gives you funding and for what purpose. | |
| Do you have a bank account?  If yes, please attach a current bank statement. |  |
| Please attach latest audited or independently examined accounts. |  |
| Is your organisation VAT registered? If “yes” costs should ne NET of VAT. What is the VAT number? |  |
| If you have previously received a grant from Yaxham Parish Council or Yaxham Parish Charity, please give details. |  |

# Please complete the following declaration

# YAXHAM PARISH COUNCIL takes its role in preventing and detecting fraud very seriously and we take a zero tolerance approach to those who seek to commit an act of fraud or corruption or bribery against us. We will investigate all allegations of fraud, and will pursue both criminal and civil prosecutions.

I declare that the information given is correct and agree to adhere to the conditions laid out in Yaxham Parish Council’s Grants Policy\*.

On behalf of\_

I accept the conditions in Yaxham Parish Council Community Grants Policy\*

Signed Date

Position in organisation

If the person signing this form is under 18, an adult organisation member must countersign it

Signed Date

\*see http://yaxham.com/parish-council/code-of-conduct/

# An application should be completed with any information the applicant feels necessary. The trustees will either approve the proposed scheme, or request further information. The decision of the trustees is final and the reasons for accepting or refusing the application will be made available to the applicant and to parishioners in the Minutes of the next Parish Council meeting.

# Please note completion of this form does not necessarily mean that a grant application will be successful in part or whole