**YAXHAM PARISH CHARITY**

**MEDIUM & LARGER PROJECTS\***

**2020/21 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 Charity.*

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:

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

|  |  |
| --- | --- |
| **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 |  |

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| --- |
| **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, key mile stones, and when it is planned to 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. |

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| --- | --- |
| **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 Charity 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 one or more bank accounts?  If yes, please attach a current bank statement for each account. |  |
| Please attach latest audited or independently examined accounts. If it is now more than 3 months since the end of accounting year, then please provide an up-to-date statement of current assets and liabilities. |  |
| 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 CHARITY 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 Charity’s Grants Policy\*.

On behalf of\_

I accept the conditions in Yaxham Parish Charity’s 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-charity/>

**NOTES:**

# An application should be completed with any information the applicant feels necessary. Yaxham Parish Charity’ sole Trustee is Yaxham Parish Council. The Trustee will consider the application at its next meeting considering Parish Charity business. Please submit the completed application and supporting information by email or post so that it arrives 10 days before the next scheduled meeting considering Parish Charity Business to ensure that it is included on that meeting’s agenda.

# The Trustee may:

# grant all or part of the sum requested, reject the application or request further information to enable it make an informed decision;

# make any grant in the form of single or staged payments, all or part may be in the form of a loan, or in such form as it sees fit;

# attach reporting or other conditions to any grant that it sees necessary to the grant, and the signature of the recipient accepting such terms will be required before the grant is made available

# The decision of the trustees is final and the reasons for accepting, varying or refusing the application will be made available to the applicant and to parishioners in the Minutes of the next Parish Council meeting considering Parish Charity business.

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