

**Berryfields Parish Council**

**Application for a Parish Council Grant**

Berryfields Parish Council has limited funds available each year to benefit the community by way of grant funding. Please complete all boxes relevant to you. Grants cannot be provided to individuals, and the project must benefit residents of Berryfields Parish.

Please also provide a copy of your organisation’s constitution and latest set of your annual accounts. If your organisation does not prepare annual accounts, copies of the bank statements covering the previous six months may be requested.

Where possible please submit your application at least 60 days before funding is required.

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| **Name of organisation:** |  |
| **Correspondence Details** | |
| **Name:** |  |
| **Position of contact:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Contact number:** |  |
| **What are the aims and objectives of the organisation?** | |
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| **Is your organisation a registered charity?** | **Yes** | **No** |
| **Charity Number:** |  | |
| **Is your organisation part of, or affiliated to, any national organisation?** | **Yes** | **No** |
| **If yes, please give details:** | | |
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| **What is the catchment area covered by your organisation?** | | |
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| **Describe the project / purpose for which you require a grant:** | | | |
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| **How will the project benefit the community / residents of Berryfields?** | | | |
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| **Address / location of project if different to correspondence address:** | | | |
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| **If this is outside of Berryfields, please explain why and how it will still benefit Berryfields residents:** | | | |
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| **Is your organisation VAT registered?** | | **Yes** | **No** |
| **VAT number:** |  | | |
| **Start date of project:** |  | **Expected end date:** |  |

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| **Financial Assessment** | |
| **Estimated cost of project** (Please provide a breakdown of the total cost of your project) | |
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| **VAT (if applicable)** | £ |
| **Total estimated cost of project:** | £ |

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| **Funding of project**  (Please provide a complete breakdown of how your organisation plans to fund the project) | | | | | |
| **Funds immediately available from your organisation:** | | | £ | | |
| **Funds that you intend to raise yourself from events:** | | | £ | | |
| **Grant requested from Berryfields Parish Council:** **(Grant awards to a maximum of £500)** | | | £ | | |
| **Total funding of project:** | | | £ | | |
| **Have you applied to other organisations for funding for this?** | | | **Yes** | **No**  **If not, please give reason:** | |
| **If yes, please give details (complete all relevant boxes):** | | | | | |
| **Applied to:** | **Date applied** | **Amount requested** | **Awaiting decision** | **Amount received** | **Date received** |
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| **Has your organisation received a grant from Berryfields Parish Council in the last 3 years?**  (We ask this as priority will be given to organisations who have not received a grant award recently) | | | | | |
| **Yes** | | | **No** | | |
| **Name of organisation / group to be put on cheque if successful:** | | | | | |
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| **How many residents in the Berryfields Parish will benefit from the grant?** | |
| **Total number of beneficiaries:** |  |
| **Total number of the above who are resident in Berryfields Parish:** |  |
| **To assist this Council in processing your application, please give any details you feel may be significant in helping to explain and justify your request for a grant.** (Please continue on a separate sheet if necessary) | |
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Please note that we require details of how the Grant was spent 6 months after it is paid. The payment of a Grant by Berryfields Parish Council is made strictly on the understanding that should the project not go ahead, all monies will be returned.

I declare that any grant made will be used solely for the purposes outlined in this application. I understand that Berryfields Parish Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

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| **Name:** |  |
| **Signature on behalf of the applicant:** |  |
| **Position:** |  |
| **Date:** |  |

When completed, this form together with supporting documents should be sent to:

PARISH CLERK  
ROMAN PARK HALL,  
SIR HENRY LEE CRESCENT,  
AYLESBURY,  
HP19 0YT.