MARHAMCHURCH PARISH COUNCIL

1.	Name of Organisation	
2.	Name, Address and Status of Contact	
3.	Telephone Number and Email of Contact	
4.	Is the Organisation a Registered Charity?	
5.	Amount of grant requested	
6.	Information about the project and why you think it should receive a grant from the Parish Council*.	
7.	What will be the total cost of the above project?	
8.	If the total cost of the project is more than the grant, how will the residue be financed?	
9.	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	
10.	Who will benefit from the project?	
11.	Approximately how many of those who will benefit are parishioners?	

*You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed…… ……..Date……..

MARHAMCHURCH PARISH COUNCIL
Application and Guidance regarding a Grant from the Parish Council

The types of groups that are eligible
Any locally constituted and recognised 'not for profit' organisation which will benefit Marhamchurch parish and Marhamchurch parish inhabitants. For example:

- Local action groups – young people, environmental, community associations, development trusts
- Organisations providing a service and/or promoting the locality
- Scout, Guide, boys and girls brigade or similar local organisations
- Religious groups where the project will bring wider community benefit
- Local disability or other minority groups or organisations
- Village or community hall associations
- Royal British Legion and Services' benevolent societies
- Nursery education groups
- Sports and recreation
- Other constituted/recognised 'not for profit' groups.
- Cornwall-wide, regional and national organisations are eligible, but only for projects based in Marhamchurch Parish or delivering a clear and demonstrable benefit to the community within the parish. The same applies for smaller groups based outside Marhamchurch Parish.
- The Parish Council may also consider requests from individuals who can demonstrate a project/item which will benefit Marhamchurch parish and Marhamchurch parish inhabitants.
- If you do not fit the above criteria – please state below the name of your project name:

Other requirements:
1. A set of the latest annual accounts showing the organisations income, expenditure and level of balances will be required. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be provided.
2. Quotations for the work for equipment will be required.
3. The Parish Council may request that applications are match-funded.
4. Evidence showing that the funds have been used for the project/equipment may be requested – ie copies of paid invoices and/or bank statements.
5. When considering grants, the parish council must adhere to the conditions set within the Powers and Functions Statutory Provision.

Conditions of Funding

1. The parish council reserve the right to reclaim the grant in the event of it not being used or not being used only for the purpose for which the application was made.
2. The parish council will require surplus grant funds to be returned.
3. Funds will not be granted to finance running costs, salaries or wages.
4. Funds will not be granted retrospectively for work, goods or services.
5. Grants may be awarded for less than the amount requested.
6. The parish council's decision will be final.

Applications should be emailed or submitted via the website to:
Marhamchurch Parish Clerk
Email clerk@marhamchurch-pc.gov.uk
www.marhamchurch-pc.gov.uk

Application Approved:…….. Amount……..Minute Ref No ……