

# KIRBY MUXLOE PARISH COUNCIL

## GRANT APPLICATION FORM

**Please refer to the Community Grant Policy before completing this form. Please use black ink and block capitals. You may continue on a blank sheet if necessary, but please put the name of your organisation on any additional sheets.**

**A. Your organisation**

Please give us the following information about your organisation:

Name of Organisation: .....

Address:.....

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.....Post Code: .....

Description of your organisation's activities. Please list your aims and objectives.

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How long has your organisation been in existence? .....

**B. Contact Details**

Name of contact: .....

Position: .....

Address for correspondence (if different from above):

.....

.....

.....Post Code: .....

Tel:.....(daytime) .....(mobile)

Email: .....

**C. Your Application**

a) Brief description of project or scheme for which grant is intended

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b) Who will benefit from the proposed project or scheme and how many of these are Kirby Muxloe residents?

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c) Total cost of project or scheme: £..... d) How much are you applying for? £.....

Please give an itemised breakdown of the expenditure for which this money which is being applied for. Please include evidence (e.g.. suppliers' estimates or price lists) of the likely cost of all items of expenditure where possible.

ITEM	COST £
<b>TOTAL</b>	

d) Have you made any grant application to any other body for grant aid for this project? Yes/No. If yes please give details:

Name of organisation applied to	Amount applied for	Date of Application	Amount Received

If you have received any other sources of funding in the past year, not specified above, please give details:

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**D. Previous Applications**

Has your organisation previously applied for a grant from this Parish Council? If YES, please give details of the project and the date and amount of grant received if any. Was the project as described completed?

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**E. Additional Information**

Are there any other comments you wish to make to support this application? Please give this information below, or attach a separate sheet:

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**F. Information to accompany your application**

All applications must be accompanied by the following information: **If you do not supply this information your application will not be considered unless previously agreed in writing by the Council.**

- A copy of your signed, certified and audited accounts for the last two years
- Bank statements for the last six months – signed by a member of your organisation stating their position
- A detailed budget plan - with supporting evidence
- A copy of your Constitution, Terms of Reference/Rules
- Evidence of other awards towards the project

**If you are unable to supply this information, please contact the Parish Council for advice before submitting this application**

Signed:.....

Date: .....

**Please return to Parish Clerk, Kirby Muxloe Parish Council, Parish Council Offices, Station Road, Kirby Muxloe, Leicester, LE9 2EN. All applications will be considered by the Council at their next available meeting.**

If you have any queries, please contact the Parish Clerk on 01162386408 or email [admin@kirbymuxloeparishcouncil.org.uk](mailto:admin@kirbymuxloeparishcouncil.org.uk) The office is open Monday to Friday 9am – 12pm.

<p><b>FOR OFFICE USE ONLY</b></p> <p>Date received:.....</p> <p>Grant awarded:.....</p> <p>Amount:.....</p>
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