**MELLOR PARISH COUNCIL**

**SMALL GRANT/DONATION APPLICATION FORM AMOUNT LESS THAN £500.00**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1.1** | **Contact details** | | | | | | |
| Name of Organisation► | |  | | | | | |
| Address ► | |  | | | | | |
| Town/City ► | |  | | | | | |
| County ► | |  | | | | | |
| Postcode► | |  | | | | | |
| Telephone ► | |  | | | | | |
| Mobile ► | |  | | | | | |
| Facebook page ► | |  | | | | | |
| E-mail address ► | |  | | | | | |
| Website ► | |  | | | | | |
| **1.2** | **Contact person responsible for the application** | | | | | | |
| Name ► | |  | | | | | |
| Position/Function ► | |  | | | | | |
| Telephone ► | |  | | | | | |
| Mobile ► | |  | | | | | |
| e-mail address ► | |  | | | | | |
| **1.3** | **Bank details** | | | | | | |
| Bank Name | | | | Sort Code | | Account No. | |
| **1.4** | **Profile of the Organisation** | | | | | | |
| Type of Organisation ► | | | E.g. Community Group, Voluntary Organisation, Village Hall, Hospital Transport | | | | |
| Date of Formation ► | | |  | | Legal status ► | | E.g. Registered Charity, Members Club, Scout Troop….. |
| Number of members/users ► | | |  | | Age range ► | |  |
| How often do you meet ► | | |  | | | | |
| Geographic operating area ► | | | *For example: Mellor Parish; Mellor and South Ribble, Ribble Valley (be specific)* | | | | |
| Registered Charity ► | | | *If yes, please insert Charity Number here.* | | | | |

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|  |  |
| --- | --- |
| **1.5** | **Description of the Organisation** |
| *In this section the Applicant should provide a short description of the aims and activities of the organisation and a brief history including, where appropriate information on membership/users.* | |
| **1.6** | **Explanation of why the Grant/Donation is required** |
| *In this section the Applicant should explain how the Grant/Donation will help the organisation provide a benefit to the residents of the Parish.* | |
| **1.7** | **Other supporting argument** |
| *The Applicant shall provide any other information which they consider relevant to the application including* | |
| **1.8** | **Receipts for equipment/services** |
| *You may be required to provide copy receipts for equipment/purchases made using grant/donation provided by the Parish Council. Please confirm whether this is acceptable. If* ***NO*** *please explain why?*   |  |  | | --- | --- | | *YES* | *NO* | | |

**DECLARATION**

I, ……………………………………………………………………………………………………..

*[insert name of the signatory of this declaration]* o representing the following organisation:

Name:

Registered Address: VAT registration number:

Delete as appropriate

apply for a grant/donation from Mellor Parish Council in the sum of £ …………..…….. for the reason(s) stated above.

 I declare that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[the Applicant]** is **not**:

1. bankrupt or being wound up, or is subject to administration.
2. In breach of the terms of any of its financial obligations.
3. the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity.

 I declare that the information provided in this application is correct and complete to the best of my knowledge and belief.

 I agree that any money awarded by Mellor Parish Council as a result of this application will only be used for the purposes stated in the said application, and in accordance with the grant conditions detailed in the Parish Council’s Grant Policy.

 I understand that Mellor Parish Council is under no obligation to award a grant/donation (in full or in part) in support of this application.

Full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title or position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DECLARATION

Please sign the following declaration and return this form together with all supporting documentation required to:

The Clerk

Mellor Parish Council

7 Bosburn Drive

Mellor Brook

Blackburn

BB2 7PA