**HOLLESLEY PARISH COUNCIL**

**Mrs Judi Hallett, *Clerk to the Council***

**Manor Farm, Hollesley, Woodbridge Suffolk IP12 3NB**

**Tel: 01394 411405 / 07739 411927 *hollesleyparishclerk@gmail.com***

GRANT APPLICATION

Applications should be returned to the Clerk by 31st October. Grants will be paid the following April.

*PLEASE ENSURE YOU ENCLOSE A COPY OF YOUR MOST RECENT ACCOUNTS*

# PART 1 – YOUR ORGANISATIONS DETAILS

|  |  |
| --- | --- |
| **ORGANISATION NAME** |  |
| **CONTACT NAME** |  |
| **CONTACT ADDRESS**  **INCLUDING POSTCODE** |  |
| **CONTACT TEL NO** |  |
| **CONTACT EMAIL** |  |
| **SIGNED ON BEHALF OF ORGANISATION**  **(*not necessary if sending electronically*)** |  |
| **DATE** |  |

# PART 2 – YOUR PROJECT /ORGANISTION

|  |  |
| --- | --- |
| **DESCRIBE THE LOCATION OF THE PROJECT OR THE NATURE OF YOUR ORGANISATION**  *Where will the grant be used? What does your organisation do?* |  |
| **HOW WILL THE PROJECT OR HOW DOES YOUR ORGANISATION BENEFIT THE VILLAGE?**  *Give details of who or how many will benefit and what will be achieved as a result of the project (e.g. a grant towards a children’s mobile library would benefit 60 children during every school holiday)* |  |

# PART 3 - TOTAL COST OF THE PROJECT

|  |  |
| --- | --- |
| **PURCHASE OF EQUIPMENT (IF APPLICABLE)** | £ |
| **OTHER EXPENSES (IF APPLICABLE)** | £ |
| **ESTIMATED TOTAL COST (IF APPLICABLE)** | £ |
| **VAT (IF APPLICABLE)** | £ |
| **PLEASE GIVE DETAILS OF EQUIPMENT**  **REQUIRED FOR THE PROJECT (IF APPLICABLE)**  *E.g. purchase of table and chairs* |  |
| **PLEASE STATE THE AMOUNT OF GRANT YOU ARE APPLYING FOR FROM THE PARISH COUNCIL** | £ |
| **IF APPLICABLE PLEASE INDICATE HOW THE REMAINDER OF THE PROJECT WILL BE FUNDED**  *If the amount of grant you are asking for is less than the total cost of the project we need to know how the remaining funding will be raised.* |  |
| 1. OTHER ORGANISATIONS   (E.g. Suffolk Coastal, etc.) |  |
| 1. LOCAL FUNDRAISING |  |
| 1. OTHER INCOME   (E.g. membership etc.) |  |
| **IF YOU ARE AWARDED A GRANT, TO WHOM SHOULD THE CHEQUE BE MADE PAYABLE?** |  |

***DON’T FORGET TO SEND A COPY OF YOUR ACCOUNTS WITH YOUR APPLICATION. GOOD LUCK!***