QUEEN CAMEL PARISH COUNCIL
Clerk: Kaye Elston 15 Chilton Grove, Yeovil, Somerset BA21 4EN
Tel: 07782251464
e-mail: clerk@queencamelpc.org.uk **website:** www.queencamelpc.org.uk

Grant Application Form

1. Name of your Project		**2. Date**	

3. Name of lead organisation		**4. Charity No**	
5. Address			
6. Website		**7. Email**	
8. Social media		**9. Telephone**	

10. Contact Name		**11. Age if under 18**	
12. Position in organisation			
13. Address			
14. Email address		**15. Telephone**	

16. Joint applicants / partners? List names of organisations below and Repeat information at 3-9 on a separate sheet and include with application.

17. Application Checklist Please refer to *Annex A* of the Grants Policy https://queencamelpc.org.uk/your-council/grants/
Each box below is prefilled with the answer we require. If you have any doubts about compliance with the listed items please ask the clerk for advice.

YES to all the items in Part A	AGREE	NO to all the items listed Part B	AGREE

18. Application Checklist, Annex A (Part C). Please delete as appropriate the answers in the boxes below to show what information you are including. (Web links are acceptable.) You may not need to supply all of this immediately, but we may ask for any of the below. You may also choose to supply other information you think would be helpful, such as a long term plan.

If you are successful you will need to supply 3 quotes for works to be paid for from the grant.

Copy of your constitution / rules (mandatory)	Your latest audited annual accounts (mandatory)	Recent bank statement (mandatory)	Budget for the year	Information about similar applications you have in progress with other funders.

19. How LONG TERM do you think the benefit of your project will be? Put YES in the box that best fits				

20. What will the Grant be used for?

21. How many Queen Camel residents do you estimate this will benefit?	

22. This application is beneficial for? (tick, or write YES, in all that apply)							
Young people	Older people	Art/ culture	Heritage	Environment	Sport	Recreation	Education
Sustainability	Disability	Health	Wellbeing	Village amenities	Transport	Advice and support	Flood Mitigation

Other (please explain)

23. Local support: Explain how you are certain that local people are supportive of this project and say how local people will be involved in carrying it out.

24. Project Management: Describe how the project will be managed; who is responsible for what?

25. Project outcome: How will you measure success?

26. How much are you requesting? Overwrite the grey example below with your own information in black type. Please include delivery or other mandatory fees.

Item	Purpose	Gross	VAT	Net cost
	Grant requested	100%*		

*If less than 100%, how you are raising the balance?

27. Value for money: Please explain how this project is good value for money

28. Something else to tell us? You may include more information on separate sheet.

Please send your application to the parish clerk (Keep a copy for your own records)

- By completing this form you agree that you have been asked to act on behalf of the organisation(s) listed.
- Please avoid including any confidential information.
- Applications are seen by parish councillors and the public (on request under Freedom of Information).