

Application for Broadclyst Parish Council Community Fund 2026 / 2027



Broadclyst Parish Council
GROWING OUR COMMUNITY

Large Grants Application Form

NB: this form is for grants between £501 and £2,000; for awards under this amount please use the Small Grants Form.

To avoid delays in processing your application, please take time to read the guidance notes before submitting your form and make sure to attach all additional information that we have requested.

Please ensure your application is submitted in plenty of time: we cannot pay for project costs that you have already incurred.

SECTION A: ABOUT YOUR ORGANISATION

Your contact details

Name of organisation:

Main contact name and address:

Main contact e-mail address:

Contact number (in case of any queries):

NB: personal data will be redacted before this form is published in any way.

Payment details

Grants are paid by BACS. Please give your club/group BACS details below (we cannot make payment into a personal or business account)

Sort code:

Account Number:

Bank:

Name as it appears on bank statement:

Please note: Council can only pay grants into group/club accounts and cannot make grant payments into individuals private accounts.

SECTION B: ABOUT YOUR PROJECT

What is your project? What are you applying for the funding for?

Our project:

Why do you want to carry out this project, why is it wanted, how do you know it is needed, who will it benefit and what difference will it make?

Proposed timing of
the project/
spending the money

Start:

End:

SECTION C: FINANCE. Details of Costs and Funding Sources

What is the total cost of your project and how have you arrived at that cost? (Please include quotes where applicable)

How much money are you applying for
from the Large Grants Community
Fund?

£

What other funding has been
identified? (Please list all additional
funding)

Is there a shortfall?	No	Is Yes, how much?
Please give details of other sources of funding (including details of internal fund-raising and external grants). Also include details of any in-kind support (such as people giving their professional skills or time for free).		
If there is a shortfall in funding the project, please tell us how this will be met:		
SECTION D: MONITORING, EVALUATION, AND EFFECTIVENESS		
Please supply details of how you will monitor progress of your project / activity and how you will evaluate its effectiveness.		
SECTION E: SUPPORTING INFORMATION		
For Large Grants of over £501, applicants are required to submit: a. A written statement of how the grant is to be used (Section B of this application form); b. A written set of rules, constitution, or other governing document are to be provided with the application. They shall be current and properly authorised; c. Details of a bank account held in the name of the applicant organisation requiring at least two signatures for cheque transactions or cash withdrawals; d. The accounts of the organisation for a period of one financial year prior to the date of application, and indicate expenditure, income, assets and liabilities, together with funding obtained from other partner bodies if appropriate (Section C included on the application form); e. A copy of their latest annual accounts/latest bank statement/balance sheet OR (for new groups) an income and expenditure plan for their first year of operation; f. An Equality and/or Equal Opportunities policy (this policy may be contained within their constitution or other governing document); g. A copy of the organisation's Public Liability Insurance to the value of at least £1 million; h. A policy to ensure the safeguarding of children or vulnerable adults (where appropriate); i. Details of how the organisation will assess the effectiveness of the activity or project (section included on the application form).		

SECTION F: DECLARATION

By submitting this funding application, I confirm:

- that I am authorised by the group to apply for grant funding;
- that this application complies with Council's grant funding criteria;
- that the group agrees to provide a report after 6 months of any award being made as a condition of funding;
- that the group will include Broadclyst Parish Council in its publicity;
- the application is accompanied by all supporting documentation listed in Section D;
- that there is a plan in place for evaluating the project's effectiveness;
- that any unspent monies shall be returned to Council;
- should this organisation be discontinued, funds up to the value of this grant will be returned to the Parish Council.

Send this completed form with any accompanying documents (e.g. quotes) to:

Broadclyst Parish Council
Angie Hurren

office@broadclyst.org
clerk@broadclyst.org

01392 360269

You will receive an acknowledgement and be given an approximate date when you should hear if your application has been successful.

If you have any queries or require any help completing this form, please contact us in the first instance

Signed:

Print:

Date:

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST.

Please use this space for anything else you would like to tell us in relation to your project or this application (continue on a separate sheet if necessary).

For Broadclyst Parish Council Use Only

Application assessed by Officers on (date):

Recommendation to Council:

Application Approved / Refused by Broadclyst Parish Council.

Amount of grant awarded:

Reason if different to amount applied for:

Date of Decision:

Signed on behalf of Broadclyst Parish Council:

Chairman:

Clerk:

BACS ref:

Follow-up report received and date of:

Additional notes: