

Application for Broadclyst Parish Council Community Fund 2026 / 2027



Broadclyst Parish Council
GROWING OUR COMMUNITY

Small Grants Application Form

NB: this form is for grants up to £500; for awards over this amount please use the Large 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?

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 Small Grants Community Fund?

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

£

Is there a shortfall?

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: SUPPORTING INFORMATION

For Small Grants of up to £500, applicants are required to submit:

- a. A written statement of how the grant is to be used (section B of this form);
- b. Applications must be supported by annual accounts and recent bank statements of the organisation covering the last 12 months;
- c. In the case of an organisation starting up, a projected budget is to be submitted along with a supporting business plan and risk management plan in lieu of annual accounts;
- d. A written set of rules, constitution, or another governing document. These must be current and properly authorised;
- e. Grants requested for maintenance of improvement purposes must be supported by a minimum of two estimates for the work specified;
- f. A copy of Public Liability Insurance if the grant is to be used as a public event.

SECTION E: 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;
- the application is accompanied by all supporting documentation listed in Section D;
- 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.

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 and date:

Follow-up report received and date of:

Additional notes: