

**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 ▶	<i>For example: Mellor Parish; Mellor and South Ribble, Ribble Valley (be specific)</i>	
Registered Charity ▶	<i>If yes, please insert Charity Number here.</i>	

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**:
 - a) bankrupt or being wound up, or is subject to administration.
 - b) In breach of the terms of any of its financial obligations.
 - c) 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
6 Chatburn Avenue
Clitheroe
Lancashire
BB7 2AU