**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 ►  | *For example: Mellor Parish; Mellor and South Ribble, Ribble Valley (be specific)*   |
| Registered Charity ►  | *If yes, please insert Charity Number here.*  |

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|  |  |
| --- | --- |
| **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**:

1. bankrupt or being wound up, or is subject to administration.
2. In breach of the terms of any of its financial obligations.
3. 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

7 Bosburn Drive

Mellor Brook

Blackburn

BB2 7PA