

Affiliated to Bedfordshire Association of Town and Parish Councils

Miss Lyn Davis
Clerk of the Council
Email – cranfieldpc@btconnect.com
Tel: 07930 951729

Application for an S 137 Grant from Cranfield Parish Council

1. Notes to the application form

- i) Please read the attached guidance/criteria sheet before completing this form.
- ii) After completing this form please return to:
Miss Lyn Davis, Clerk to Cranfield Parish Council
cranfieldpc@btconnect.com, or 6 South Vale, Yardley Hastings,
Northamptonshire NN7 1HG. Telephone 07930 951729
- iii) If your organisation has full audited accounts please enclose a copy of the **latest accounts** with this application. For organisations that are less than one year old please send a financial projection for the coming year with estimates of the organisation's income and expenditure as indicated in question 7.

Please also enclose a copy of your **constitution**. This should include:

1. the organisation's name, aims and objectives,
2. how it achieves these objectives
3. how its governing body is elected or appointed
4. how individuals can join the organisation
5. what happens to assets if the organisation folds
6. the date the constitution was adopted.

2. Support Information (if a constitution is not attached to this application)

1	Name of organisation/group
2	Where is it based
3	Age range for services provided
4	Is the organisation a registered charity
5	Is the organisation affiliated to a national organisation
6	If the answer to 5 is yes which organisation

Please describe briefly the aims of the organisation.

3. **Nature of Application (you may provide additional information on attached sheets but these should be no longer than two sides of A4 paper)**

1) Describe the projects or activities you plan to use the grant for.

2) Amount of grant being sought

3) For what purpose is the grant required.

If required to assist general running costs (e.g. revenue funds – staff costs, utility bills, maintenance, rent etc.)

Nature of running cost

Cost (£)

If required to finance specific purchases (e.g. capital items – equipment, buildings etc)

Item

Cost (£)

EXAMPLE
Budget for 1st Year of Operation

Income	£	Expenditure	£
Grants	2200	Hire of premises	1000
Fundraising	450	Equipment	500
Bank Interest	50	Administration	500
		Stationery	250
		Insurance	200
		Travel	250
Total	2700	Total	2700

8 Declaration

The information given in this application, and supplied with it, is to the best of my knowledge true and accurate. Any financial assistance award will be spent on the purpose for which it is requested. I understand that copies of this application form and other supporting documentation will be made available to the members of Cranfield Parish Council.

Signed for and on behalf of -

Name (please print)

Signature

Position held within the organisation

Date