

Some Useful Questions to Ask Yourself

The following is for you to practice before you write your application:

- ***WHAT do we expect our project is going to achieve?***
- ***WHAT is it going to cost?***
- ***WHAT will we contribute to the project? (This might be volunteer time rather than hard cash)***
- ***WHY is it needed?***
- ***WHEN will it start and finish?***
- ***HOW will we do it, and HOW will we know it has been a success?***
- ***WHERE will it take place?***
- ***WHO is going to benefit from our hard work?***
- ***WHO else will help pay for the project?***

If you need any help in completing this form, please telephone the Parish Clerk on 07599 762634

THE APPLICATION FORM

Name of Group Applying	
Are you a registered charity? If so, please give your number	
Please give estimated dates for Project start?	
Project end?	
How much will the project cost in total?	£
How much is your grant request?	£
How will you raise the rest?	

<p>Will the project receive match funding – please provide details</p>	
<p>What other grants have been given or refused for the same project?</p>	

<p>How many people from the Parish do you expect the project to benefit?</p>	
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Have you applied for any grants from Exminster Parish Council in the past 5 years? Please give dates that the grant was awarded and amounts that were received?

Tell us about your group, what does it do?

Does your project/organisation have a social media/website presence?

(Please provide details).

How will you publicise the Exminster Parish Council grant?

(Please note it is mandatory to supply all press releases about the grant to Exminster Parish Council).

What will you spend the money on? How will it benefit the people of Exminster Parish?

(You can continue on an extra sheet if you wish to)

Sustainability Plan

Tell us how the project will continue once the grant has been spent.

Name of Contact Person	
Address of Contact Person	
Telephone number for the Contact Person	
Email Address for the Contact Person	

BANK DETAILS

Bank Account Name

Sort code

Account Number

Bank Address

Does your group meet all legal requirements for this project (e.g. Public Liability, Insurance, Protection of Children and Vulnerable Adults etc.

It is YOUR responsibility to check

Answer YES or NO

DECLARATION:

I (the signatory) confirm that, to the best of my knowledge and belief, the information in this application form is true and correct. I understand that additional information may be requested at any stage of the application process.

By completing this form, I consent to the retention of this information in accordance with the Data Protection Act 2018. I also agree to the information being published in official council publications and shared with relevant agencies as necessary to facilitate this application for grant aid, but for no other purpose.

Signed:

Date:

Please note: For your application to be considered you must submit your constitution and most recent set of accounts to:

clerk@exminsterparishcouncil.gov.uk or post to: Exminster Parish Council, PO Box 30, Exminster, Exeter, EX6 8XX

If you need any help in completing this form, please telephone the Parish Clerk on 07599 762634

Please email your completed application form to:

**Exminster Parish Council
PO Box 30
Exminster
Exeter
EX6 8XX**

DON'T FORGET TO KEEP A COPY OF WHAT YOU SEND TO US!

What happens next?

You will receive an acknowledgement that your application has been received, which will include information about the date of the meeting at which a decision will be made. Small Grant applications are considered monthly at the Council meetings. Large Grant applications are considered quarterly at the second Council meeting in January, April, July and October. A representative for the application will be required to attend the meeting to speak on the application.

Who do I contact if I have any further questions?

You can speak to the Parish Clerk by telephoning 07599 762634.

What happens if the application is successful?

If your Grant Application is successful Exminster Parish Council requires the GRANT FEEDBACK FORM to be completed and returned within 30 days of the end of your project or within 12 months of the grant issue date if that is sooner