

Houghton and Wyton Parish Council

PARISH GRANT APPLICATION FORM

DATE.....

1.	Name of organisation applying for a grant.
2.	Name, address, phone (and e-mail address if poss) of correspondent and office held in organisation.
3.	What are the objectives of the organisation?
4.	How many members are there in the actual organisation?
5.	How many members, as a percentage, live in Houghton and Wyton?
6.	Is membership open to all residents of Houghton and Wyton?
7.	If the organisation benefits people outside the organisation itself, (e.g. events open to the general public) approximately how many, as a percentage of the total, live <u>outside</u> Houghton and Wyton?
8.	Exact amount of grant applied for £.....
Note: an actual amount required must be stated	

9. Please explain clearly and briefly the reason for your application and the purpose for which the money will be used.

10. What will be the total cost of your project?

£.....

11. What would happen if the application for grant aid were refused or granted in part only?

12. List other organisations to whom you applied for a grant in respect of this project.

Organisation

Requested (£)

Result

13. When will the money be required?

14. What arrangements will be made so that the Parish Council can check how the money has been spent?

15. Please include the following information with your application:-
<ul style="list-style-type: none"> • Last set of audited or independently verified accounts .
<ul style="list-style-type: none"> • Names, addresses and telephone numbers of the officers in your organisation.
<ul style="list-style-type: none"> • A copy of your last annual report (if relevant) or meeting.
16. Please mention anything else you wish the Parish Council to take into account when considering this application.
17. If the Parish Council approves the application, the grant will be sent by cheque. To whom should the cheque be made out?

This form when completed should be returned to:

Parish Clerk: Miss Lois Dale
Houghton and Wyton Parish Council
St Mary's Centre
Chapel Lane
Houghton
HUNTINGDON
PE28 2AY

Tel 01480 467209 / 07864576694
e mail : clerk@houghtonwytonpc.co.uk