

Blackbird Leys Parish Council Small Grant Application Form

For a grant award between £100 - £1000.

How to complete this form

Please read the guidance notes before completing this application form, your application needs to be clear and legible.

Once complete, please return via email clerk@blackbirdleysparishcouncil.gov.uk.

Important information

The parish council will review this application once it is fully completed and been submitted to the clerk, the parish council will decide at the next available full parish council meeting.

Applicants will be notified as soon as possible if the application has been successful, and the grant will be paid in one instalment.

An evaluation report is required to update on the success of the project, and to also be eligible to re-apply.

If you need any support or help to complete your application, you can contact OCVA on 01865 251946 or email admin@ocva.org.uk

- ☐ Please tick this box to confirm you have read the Guidance Notes.
- ☐ Please tick this box if you are already in receipt of a parish council grant and there are no changes to your organisation's structure.

Completion of all information required on this form is mandatory.

1. Your details

1. Name of your Group/Organisation	
2. Contact Name	
3. Correspondence Address	
4. Daytime telephone number	

5. Description of your group/organisation Tell us how your organisation is managed/run. Please give an outline of what your group/organisation do.	
6. How is your organisation/group funded?	
7. Who is your Treasurer?	
8. Should a grant be awarded please provide your Bank Account details for the funding to be paid into. <u>Funding cannot be paid into personal accounts.</u> <i>Please enclose a copy of your recent accounts. If this is not possible please explain why.</i>	

2. Your project

NB: 'Project' in this context can mean an event, a piece of equipment, training etc.

1. Please tell us what you want to do with the grant.	
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2. How will your project benefit Leys Community?		
3. What groups of people do you hope your project will help?		
4. How many people do you think your project will benefit?		
5. How much money will your project cost <u>in total</u>? <i>Please give us a breakdown of the relevant costs. How did you get this figure? Please send copies of any quotes you may have</i>		
Item	Cost	
	£	
	£	
	£	
	£	
	£	
	£	
	£	
	£	
	£	

6. How much money do you need from Blackbird Leys Parish Council?	
7. What will you do if you do not get all of the grant you have requested from Blackbird Leys Parish Council?	
8. Which other groups / organisations are supporting your project, financially or otherwise? <i>If you have applied for or received funding from other organisations please list them here.</i>	

3. Statement

1. Statement:

I confirm that the information given in this Blackbird Leys Parish Council small grant application form is a true statement and that I am authorised to make this application on behalf of my group/organisation.

I give permission for my application and supporting papers to be sent to the members of Blackbird Leys Parish Council to be considered for a grant.

Name:

Signed:

On behalf of (group/organisation name):

Date:

2. Checklist:

Please check that you:

☐ Have taken a copy of the application form for your own records
☐ Have included a copy of your Constitution, if you have one, or a statement of your aims and objectives
☐ Have attached a copy of your recent accounts
☐ 3 month's bank statements or copy of your credit union account book <i>Bank statements are to be no more than two months old.</i>
☐ Have attached any other information or publicity which will support your application.

Please note: Your application and grant may be delayed if you have not included all of the information and attachments that we require.

3. Permissions

- ☐ From time-to-time we may want to share information with other grant giving/relevant bodies, please tick this box to show you understand and agree to this.

4. Contact details

If you have any queries about the application form or grants process, please contact the Parish Clerk via clerk@blackbirdleysparishcouncil.gov.uk telephone 07311 311 980.