

## Paulton Parish Council Small Grant Application Form



Please read through the Grant Policy before completing the application. Please write clearly in the answer spaces or complete electronically.

If you need any assistance with completing this form please contact:

Carol Hall, Clerk  
Paulton Parish Council  
The Village Hall, Farrington Road, Paulton, Bristol, BS39 7LW  
Tel: 01761 413644 email: [clerk@paultonparishcouncil.org.uk](mailto:clerk@paultonparishcouncil.org.uk)

### Funding timetable and key dates

All Small Grant Applications will be considered at the Full Parish Council Meeting following receipt of a fully completed application.

Outcome decisions will be notified withing 3 days of the meeting.

Grant applicants are encouraged to attend the meeting where the application is being considered to answer any questions in support of the application.

### Application Checklist

- Have you completed **ALL** sections of the form (A, B, C and D)?  
*(If you are unable to complete any part of the form, please indicate why in your supporting statement, or write 'not applicable' where appropriate).*
- Does your application meet the requirements of the 'eligibility criteria'?
- Have you enclosed your latest set of accounts?  
*(If you are unable to provide these for any reason, you MUST indicate why in a statement)*
- Have you signed the declaration?
- Does your application explain how Paulton residents would benefit from any grant awarded to your organisation?
- Is your grant application within the limit?



## Paulton Parish Council Grant Application Form

**Section A – Please give the full name and address of the organisation the grant and contact person.**

Name of Organisation or Individual		
Organisation or Individual details Include address, email, telephone number, website		
Is this organisation a profit making concern?      Yes/No		
If this organisation is a registered charity, please provide charity number.....		
Please provide a brief description of your organisation (i.e. what does it do)		
Contact person Enter details of a contact person if we have a question in relation to this grant application	Name	
	Address (if different to above)	
	Telephone	
	Email	

### Section B – details of requested grant

Grant amount being applied for?	
Total amount of project/event/items	
Reason for grant application	
How it will benefit residents of Paulton Parish and how many people in Paulton will benefit?	

When will the money be spent?	
How will your organisation recognise the grant by the Parish Council (i.e. will it acknowledge support on stationery, website or promotional material)?	
Who should the cheque be made payable to or what are <b>the bank details for BACS payments?</b>	

**Section C – Please provide details of other sources of finance**

Have you applied to any other body for a grant towards the proposed project? <b>If yes, please provide evidence, including the amount and the outcome.</b>	
How else do you raise income?	
If this grant application fails, what would happen?	

**Section D – Application and declaration**

I declare that to the best of my knowledge the statement made in this application form, including any accompanying sheets, are true.

Signature.....  
(electronic submissions can use electronic signatures)

Print Name.....

Date.....