

Laughton-en-le-Morthen Parish Council

The Village Hall
Firbeck Avenue
Laughton-en-le-Morthen
S25 1YD

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:

Caroline Havenhand, Clerk
Laughton-en-le-Morthen Parish Council
The Village Hall, Firbeck Avenue, Laughton-en-le-Morthen, Sheffield, S25 1YD
Tel: 01709 528823 email: clerk@laughtonparishcouncil.gov.uk

Application timetable and key dates

Grant requests are considered at our monthly Parish Council Meetings subject to the fully completed application form, along with supporting documentation, being delivered to the Clerk 5 clear business days before the meeting.

Please note that no meeting is held in August.

Meetings are usually held on the Third Wednesday of every month, but this can change. Notices will be placed on our website and Village Notice Boards.

If you are unsure when the next meeting will be please contact the Clerk.

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 'Who Can Apply for a Grant'?
- Have you enclosed your latest set of accounts, constitution and bank details?
(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 Laughton-en-le-Morthen Parish residents would benefit from any grant awarded to your organisation?

- Is your grant application within the limit?

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

Name of Organisation		
Organisation Details Include address, email, telephone number, website		
<p>Is this organisation a profit-making concern? Yes/No</p> <p>If this organisation is a registered charity, please provide charity number.....</p> <p>Does the organisation/group have an equal opportunities policy? Yes/No</p>		
Please provide a brief description of your organisation (i.e. what does it do)		
Tell us about the aims and objectives of the organisation		
How long has the group/organisation been running		
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?	
<p>Total amount of project/event/items</p> <p>Please supply quote and or breakdown of costs</p>	
Reason for grant application	
How it will benefit residents of Laughton-en-le-Morthen Parish and how many people in the Parish will benefit?	
<p>When will the money be spent?</p> <p>You may be requested to produce invoices to evidence this.</p>	
How will your organisation recognise the grant by the Parish Council (i.e. will it acknowledge support on stationery, website or promotional material)?	
If your grant is successful payment will be made direct into the organisation's bank account.	

Section C – Please provide details of other sources of finance

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

Section D – Application and declaration

Please check that you have included a copy of the following documents:

- Constitution
- Bank Statements for last three months
- Most recent financial accounts/audited accounts

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.....