**Smaller Grant Funding Application Process**

1. Application must be formally requested in writing to the clerk or in person at a monthly community council meeting.
2. At this stage, if any community councillor feels that they may have a personal or prejudicial interest in the application they must make it known by letting the clerk know. This must be completed in writing either via email, letter format or in person at the point of the meeting in order for it to be officially recorded by the clerk.



**Small Grant Funding Application Form**

* The community council reserves the right to refuse an application for financial assistance.

DATE………………………………….

**Funding**

|  |  |
| --- | --- |
| **Level of funding requested (up to £1000)** | **£** |
| **Details of funding request**(please be as specific as possible) |  |

**Application Details**

|  |  |
| --- | --- |
| Name/Organisation |  |
| Address |  |
| Postcode |  |
| Contact Telephone |  |
| Contact name and position in organisation |  |
| Address (if Different) |  |

**Additional Information**

**Essential Information requested;**

|  |  |  |
| --- | --- | --- |
| **DOCUMENT** | **YES** | **NO** |
| BANK DETAILS ATTACHED |  |  |
|  |  |  |

**I/We certify that the details given above and attached are correct and true**

|  |  |
| --- | --- |
| **Signed by** | **Position** |
|  |  |
| **Print name** | **Date** |
|  |  |

**For community council use only**

|  |  |  |
| --- | --- | --- |
| **Note** | **Qualification Yes/No** | **Date** |
| Application Form |  |  |
| Added Documents |  |  |
| Funding Agreed |  |  |
| Funding Rejected – Reason |  |  |