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|  | **Shenley Church End Parish Council****Application for Grant Funding**[**www.shenleychurchend-pc.co.uk**](http://www.shenleychurchend-pc.co.uk) |

Please ensure the application is fully completed, and all additional paperwork supplied. Grants are considered quarterly in Parish Council meetings which are held on the 2nd Monday of each month. The completed form and all paperwork must be received no later than the 28th of the month prior to the meeting.

1. **Your Organisation**

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| **Name of organisation:** |  |
| **Address of organisation:** |  |
| **Are you a Registered Charity?****If yes please provide charity number:** |  Yes 🞏 No 🞏 |
| **Nominated contact details for application:****Name:****Position with organisation:****Email address:** |  |
| **Does the organisation have a constitution? If yes, please enclose a copy. If no, please explain your organisation.** |  |
| **Does the organisation have accounts? If yes, please enclose a copy. If no, please explain your accounting procedures.** |  |
| **How many members does your organisation have?** |  |
| **How many of these members live in Shenley Church End Parish?** |  |
| **What are the aims and objectives of your organisation?** |

1. **What is the funding for?**

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| **Please give details of the project the grant is for, including its total cost:** |
| **Does your project already receive funding? If so, how much and from whom?**  |
| **If the total cost of the project is more than the grant, how will the rest be financed?** |
| **Amount of grant requested** | **£** |

1. **More about the project**

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| **How will this project benefit the residents of Shenley Church End Parish?** |
| **How many residents will it benefit?** |  |
| **When do you hope to start the project?** |  |
| **When do you hope the project will be completed?** |  |
| **How will you know the project has been a success?** |

1. **Any other information**

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| **Please provide any other information relevant to the request** |

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| *By signing this document, you agree that the details you have provided are accurate.* *You confirm that you have read and accept the Terms & Conditions, together with the Shenley Church End Parish Council Grant Policy.*  |
| **Signed:** |  | **Date:** |  |
| **Name:** |  | **Role:** |  |

If you have any questions, please contact the Clerk on

01908 502808 or clerk@shenleychurchend-pc.co.uk

Completed and signed application forms together with ALL supporting documentation should be emailed to the Parish Clerk clerk@shenleychurchend-pc.co.uk. Alternatively, they can be sent by post to: Shenley Church End Parish Council

19a Shenley Road

Shenley Church End

MK5 6AB

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***Office Use Only:***

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| Date of PC Meeting: |  | Minute Ref: |  |
| Grant Awarded | Yes 🞏 No 🞏 | If No Reason: |  |
| Amount Awarded: | £ | Date Transferred: |  |

**Terms & Conditions**

1. All grant applications submitted to Shenley Church End Parish Council (SCEPC) are assessed individually. There is no guarantee that a grant will be awarded
2. By signing the application form you are confirming that you have the authority to act on behalf of the organisation making the application
3. You will provide written confirmation that the grant has been received, signed by the nominated contact
4. SCEPC reserve the right to withhold a grant or request repayment of a grant if any information in the application was false or misleading
5. The awarding of a grant in no way implies the formation of a partnership or joint venture between SCEPC and the applicant
6. By applying for the grant, you agree to acknowledge the support of SCEPC in any advertising or publicity for the project
7. You agree to provide a report within 1 month of completion of the project for inclusion within the Shenley Newsletter
8. You agree that SCEPC can use your report to highlight the grant process and will provide any additional materials required e.g. organisation logo
9. You will keep a financial record of expenses in connection with the grant and provide copies to SCEPC if required
10. You will advise SCEPC of any funds which have not been spent within the relevant timescale and if appropriate seek permission for these funds to be retained
11. You will have familiarised yourself with the SCEPC Privacy Policy