



APPLICATION FORM

Section A – About Your Organisation / Group

1. Organisation name:	
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2. Your organisation's contact details: (We will use these details for correspondence.)

Name:	
Position in organisation:	
Address:	
Postcode:	
Email address:	
Telephone:	
Website address:	

3. Please tell us if there are any special communication needs we need to be aware of when corresponding with you:

4. Does your organisation have a written constitution, a set of rules or a governing document?	
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5. Does your organisation have a bank or building society account with a minimum of two signatories?	
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Section B – Background to Your Organisation / Group

1. Please describe the purpose of your organisation and what it does?
(150 words max)

2. In what year was your organisation formed?

3. How would you best describe your organisation?	Voluntary community group/club/society	
	Parish Council	
	Registered Charity	
	Social Enterprise	
	Church/faith led group	
	Other (Please specify)	

4. How much money does your organisation presently have in free reserves? £

Section C – The Project

1. Provide the Project Title:

2. Describe the project that you wish to use this grant for:
(150 words max)

3. If your application is successful, what is the project's anticipated start date?

4. If your application is successful, what is the project's anticipated completion date?

5. Are any consents and/or permissions required for the project to proceed? If so, are these in place?
(150 words max)

6. Provide the project location:

7. What is the name of the organisation which owns and operates the project?
(50 words max)

8. If you are seeking funding for a capital project, who will be responsible for maintaining the project following completion and what will this involve?
(100 words max)

9. If you are seeking funding for a revenue or service-based project, what will happen at the end of the funding period?

(100 words max)

Section D – Project Costs

1. What is the total project cost?

£

2. How much money are you applying for?

£

3. How much funding will your organisation be providing towards the total project cost?

£

4. Please complete the table to show any grants you have already secured from other funders for the project:

Name of Organisation	Amount Awarded £	Date Secured

5. If there are any conditions relating to these grants, please tell us here:

(50 words max)

6. Please complete the table to show any grants you have requested from other funders for the project, where you are still waiting to hear from them:

Name of Organisation	Amount Requested £	Decision Date

7. If there is a funding shortfall, how much is this and how will your organisation address it?

(150 words max)

8. Please complete the table to give us a breakdown of all costs relating to the project:

Item/Activity	Grant Amount Requested From Us £	Total Project Cost £
Total		

Section E – Project Need and Overall Benefits

1. How have you identified that the project is needed? Please tell us about levels of community support you have for the project and what local consultation you have undertaken:

(200 words max)

2. Please tell us how your project will benefit the local community:

(200 words max)

3. How many people in Kenwyn Parish do you expect your project will directly benefit?

(50 words max)

Section F – Additional Relevant Information and Declaration

1. Please provide any additional relevant information that you consider is important we should be aware of:

(150 words max)

2. Declaration:

You should only submit this application form if:

- You are duly authorised to submit this application on behalf of your organisation; and
- To the best of your knowledge and belief, all answers to the above questions are true and accurate.

Please email your application form to: clerk@kenwynparishcouncil.gov.uk

or post it to: Mrs Julie Larter, Clerk to Kenwyn Parish Council

C/o Shortlanesend Village Hall, School Hill, Shortlanesend, Truro TR4 9DU