|  |
| --- |
| 1. **DETAILS OF GROUP/ORGANISATION APPLYING FOR FUNDING**
 |
| Name of group/organisation |  |
| Address of group/organisation |  |
| Purpose of group/organisation |  |
| Are you a registered charity | YES |  | NO |  |
| Are you part of another group/organisation | YES |  | NO |  |
| If yes, what is the group/organisation  |  |
| How many people are members of your group/organisation |  |
| How is your group/organisation structured |  |
| Contact name for application |  |
| Position in group/organisation |  |
| Contact telephone number |  |
| Contact email address |  |

***Please provide a copy of your constitution with your application.***

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| 1. **GRANT CATETORY *(please tick)***
 |
| GRASS ROOT GRANT |  | COMMUNITY GRANT (general) |  |
| COMMUNITY EVENT GRANT |  | COMMUNITY PROGRAMME GRANT |  |
| YOUTH GRANT |  |  |  |

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| 1. **PURPOSE FOR WHICH FUNDING REQUESTED**
 |
| ***Please provide full details of the project.***  |
| ***Please state if this is part of a wider initiative and if so, what that is.*** |

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| 1. **BENEFIT OF YOUR PROJECT TO THE COMMUNITY**
 |
| ***Please explain who this will benefit and why and how it will.***  |
| 1. **PROJECT FUNDING**
 |
| ***Please specify what the money will be spent on.*** |
| ***Please explain where the funding is coming from.*** |
| ***Parish Council’s share of the cost of the project***  | £ |
| ***How will the balance be funded? (Please specify source and amount with supporting details)*** | £ |
| **TOTAL** |  |
| ***If this is part of an ongoing initiative/project, how will it be funded ongoing.*** |

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| 1. **TIMESCALE OF PROJECT**
 |
| Start date |  |
| Completion date |  |

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| --- |
| 1. **SUCCESS CRITERIA**
 |
| ***Please explain how you will measure the success of your project.*** |

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| --- |
| 1. **COMMUNICATION**
 |
| ***Please summarise how you will be communicating your project/initiative.*** |

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| 1. **ADDITIONAL INFORMATION**
 |
| ***Is there any additional information that you think will help the Parish Council make a decision on whether to grant funding for your initiative/project?*** |

**NOTE: You are required to attend and present your grant application to the Parish Council meeting, date confirmed by the Clerk.**

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| *By signing this grant application, I agree and accept that I have read and understand the Broughton & Milton Keynes Parish Council Grant Policy BMK-PC10, dated 07/01/19, together with the Terms and Conditions (BMK-F02 dated 26/02/19).* |
| Signed: |  | Date: |  |
| Name: |  | Position: |  |

If you have any questions, please contact the Clerk on 01908 087499 or email clerk@broughtonandmkv-pc.gov.uk

Please send the completed and signed application form together with ALL supporting documentation by POST to Parish Clerk, Broughton & Milton Keynes Parish Council, Broughton Pavilion, 139 Tanfield Lane, Broughton,MK10 9NJ or alternatively send a scanned copy via email.

Website: [www.broughtonandmkv-pc.gov.uk](http://www.broughtonandmkv-pc.gov.uk)

***Office Use Only:***

|  |  |  |
| --- | --- | --- |
| Has applied for a previous grant? | Yes [ ]  | No [ ]  |
| Date: |  | Amount: |  |
| Project/Event |  |
| NEW GRANT |
| Accepted |[ ]  Rejected \*\* |[ ]
| \*\* Reason |  |
| Date: |  | Meeting Minute No |  |

**BMK-PC10 GRANT TERMS & CONDITIONS**

1. Grants from Broughton and Milton Keynes Parish Council (BMKPC) are discretionary and subject to level of funds available. There is no entitlement to a grant and all cases are assessed on an individual basis. BMKPCs’ decision is final.
2. Grants from Broughton and Milton Keynes Parish Council (BMKPC) may be awarded with caveats or conditions that have to be satisfied before the grant monies will be paid. Should these caveats or conditions not be met within 06 months the grant will be considered as withdrawn and the money allocated will be eligible for reallocation.

1. You will acknowledge receipt of the grant in writing and confirm by letter that the money will only be spent for the purpose approved by us. The letter must be signed by you or your Nominated Contact.
2. You will seek permission to spend any part of the grant that is not required for the purpose approved or that has not been spent within the agreed timescale. We will be informed, in writing, of any proposed changes relating to grant expenditure as soon as it is known. Any surplus funds will be refunded to us.
3. You will keep a financial record of the spending of the grant and retain a copy of any appropriate invoices and receipts and submit these to BMKPC if requested.
4. We may wish to visit to see the work or equipment funded by the grant. In accepting the grant, you agree that visits to view the work or equipment can be made at any time, subject to a minimum of 72 hours’ prior notice.
5. We reserve the right to withhold a grant or obtain repayment if we find that any form of deliberately false or misleading information was provided to us or withheld.
6. We reserve the right to withhold a grant or obtain repayment if the applicant becomes bankrupt and the grant has not already been spent on its intended purpose.
7. The award of the grant does not create or imply any partnership, contractual or employment relationship, or joint venture with the Parish Council or that you are acting in any way acting as an agent on behalf of the Parish Council.
8. You will indemnify us against any liability arising from any claim made in connection with or arising from our grant.
9. You agree to acknowledge the Parish Council in any publicity relating to the grant *(prior approval from the Parish Council required).*
10. You agree that the Parish Council may publicise the grant and use any of your own material in doing so *(the Parish Council may request marketing materials e.g. logos, photos, copy)*
11. You will be required to report back to BMKPC on the completion of your project/event.
12. It is the responsibility of the beneficiary or their representative to ensure that any equipment for which a grant is being requested is suitable and appropriate for the purpose it is intended for.

***Please refer to our Privacy Policy on our website or alternatively, you can request a copy from the Clerk.*** ***clerk@broughtonandmkv-pc.gov.uk***