

# BRIGHTWELL-CUM-SOTWELL PARISH COUNCIL APPLICATION FOR A DONATION

The Parish Council invites applications from local organisations which require financial assistance to fund specific projects that will be of benefit to the residents of this Parish. In order that the Council may consider the merits of such applications, please complete the questionnaire below giving as much information as possible about the project being considered or being undertaken; continue on a separate sheet if necessary.

Please also attach a copy of the most recent audited accounts. Inevitably the demand for funds will exceed the total amount that the Parish Council can allocate, so some scaling-down of the requested amounts should be anticipated.

Please take note of the Donation Policy which can be found on the Parish Council Website or obtained from the Clerk.

Applications will be considered by the Council at its next meeting. Successful applicants can expect to receive the donation, if approved after the following meeting.

In order to comply with Audit Regulations the Parish Council will require proof, (e.g. receipted invoices, photograph of completed project) that the project which has received a donation has been completed and the money used for the purpose intended. With this in mind recipients should understand that they may be asked to make a short presentation at the Parish Annual Meeting in April.

NAME OF ORGANISATION: .....

NAME & OFFICE OF PERSON MAKING APPLICATION: .....

ADDRESS, TELEPHONE, Email:.....  
.....  
.....  
.....

DETAILS OF PROJECT FOR WHICH FUNDING IS NECESSARY .  
A detailed explanation please – use the reverse of this form or a continuation sheet if necessary.

WHAT FUNDS HAVE BEEN RAISED SO FAR? £ \_\_\_\_\_

HOW MUCH DO YOU NEED IN TOTAL ? £ \_\_\_\_\_

HOW MUCH ARE YOU APPLYING FOR? £ \_\_\_\_\_

HOW MUCH DO YOU HAVE IN SURPLUS NOW? £ \_\_\_\_\_

APPROXIMATELY HOW MANY PEOPLE IN THE PARISH WILL BENEFIT? \_\_\_\_\_

SIGNED \_\_\_\_\_

Please return this application form to:

The Parish Clerk, Brightwell-cum-Sotwell Parish Council, The Village Hall, West End  
Brightwell-cum-Sotwell, Oxon. OX10 0RY

**REMEMBER TO ENCLOSE A COPY OF YOUR AUDITED ACCOUNTS**

**DATA PROTECTION ACT** For the purposes of distributing the donations, the name and address of the applicant will be held on file on the Council's computer until such time as the funds are distributed. **This information is confidential to the Council unless required for Audit purposes.**