



Coughton Parish Council

Grant Application Form (2017)

Name of project:

Organisation:

To submit a grant application, please complete all sections of this form and send it to the Clerk, either via email (preferred), or by post.

clerk@coughton.plus.com

Clerk to Coughton Parish Council, 37 Westbourne, Honeybourne, WR11 7PT

Data Protection, Permission & Declaration – Please read and sign.

I am authorised by my organisation to complete this application.

I understand and give my express permission for the details given on this form to be shared with members of Coughton Parish Council. I understand that my personal information may be stored physically and/or digitally whilst the application is being considered. Following a grant being made, this form will be entered into the accounting records of Coughton Parish Council for the period required by law and will be open to inspection. Should this application be refused, all forms and data will be destroyed and/or deleted. (Personal details are never shared with third parties.)

Signed	Name: (please print)	Date:
	Position:	

PROJECT SUMMARY

Project name	
Organisation	
Website	
Type of organisation	
Project event location if applicable	

Applicant contact details	Address:
	Phone number:
	Email:

How will the proposed activity benefit the residents of Coughton?

Project Aims and Objectives

Main aim(s): *(your purpose/what you want to achieve)*

Main objective(s): *(what you will do)*

What evidence supports the need for your project aims?

Staffing

Who will deliver the project? (List key personnel)

What experience do you/they have of such tasks?

Consultation and Partnership

List other people or organisations working with you to deliver the project

Who else have you discussed the project with, how did they respond?

Beneficiaries

Who will benefit from your project?

How will they benefit?

How many beneficiaries do you propose there will be?

How will you identify/involve these beneficiaries?

Project
Milestones

Start date:

Interim dates and events:

End dates:

What will your project cost?

Cost Breakdown	Item / Service			Amount Requested from PCC (£)
Capital Costs				
Operating Costs				
Match Funding	Organisation providing the match funding or in kind support	Item / Service they are providing	Date the funding was / will be confirmed	Amount of match funding (£)
Total	Total funding requested from Coughton Parish Council			
	Total match funding obtained			
	Total cost of the project (=amount requested + match funding)			

If the project is already running, how has it previously been funded?

Please add any additional information relating to the costing if applicable.

I understand that if successful there may be monitoring and evaluation responsibilities to fulfill.

Do Not Complete – For Official Use Only

<u>Bank details</u>	
VAT registration number	
Company registration number	
Bank name	
Bank sort code	
Bank account name	
Account number	