



## Menston Parish Council – Grant Application Form

Please read the Menston Parish Council Grants Policy before completing this form.

Tick here to confirm you have read this policy

Applications must be submitted at least **15 clear calendar days** before the meeting at which they are to be considered.

### 1. Applicant Details

Name: \_\_\_\_\_

Position (if applicable): \_\_\_\_\_

Organisation/Group Name: \_\_\_\_\_

Registered Charity:  Yes  No      Charity Number (if applicable):

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

### 2. About Your Organisation

Briefly describe your organisation's aims and main activities (max. 150 words):

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Who benefits from your organisation's work (e.g. specific groups, age ranges, or community areas)?

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Approximate percentage of your beneficiaries who live within Menston Parish: \_\_\_\_\_  
%

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### 3. About Your Project

Project Title or Purpose: \_\_\_\_\_

Amount Requested: £ \_\_\_\_\_

Total Project Cost: £ \_\_\_\_\_

Please explain what the grant will be used for and how it will benefit Menston residents:

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If your project supports or develops a **local club or community activity**, please describe how it encourages participation across different age groups or parts of the community.

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### 4. Cost Breakdown

Please itemise the main costs for your project (attach additional sheets or quotes if required).

**Item/Activity Supplier (if known) Cost No. of Quotes Attached**

£ \_\_\_\_\_

£ \_\_\_\_\_

£ \_\_\_\_\_

**Total** £ \_\_\_\_\_

If three quotes are not available for items over £1,000, please explain why (e.g. specialist or trusted supplier):



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## 5. Other Funding

Have you applied for or received funding for this project from elsewhere?

Yes  No

If yes, please provide details:

**Applied to:** \_\_\_\_\_ **Amount:** £ \_\_\_\_\_

**Outcome (if known):** \_\_\_\_\_

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## 6. Supporting Information

Please confirm:

- A copy of your latest accounts or financial statement is attached.
  - You agree to provide evidence of how the grant has been used if requested.
  - You agree to acknowledge Menston Parish Council's support in any publicity.
  - You agree to return unspent funds.
  - You understand the Council may choose to provide resources directly rather than a financial grant.
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## 7. Declaration

I confirm that the information provided is accurate and complete, and that at least 90% of beneficiaries reside within the Menston Parish boundary.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/20\_\_\_

**Name (print):** \_\_\_\_\_

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## 8. Submission

Please return the completed form and all supporting documents to:

**clerk@menston-pc.gov.uk**



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**FOR OFFICE USE ONLY**

**Date received:** \_\_\_\_\_ **Reference number:** \_\_\_\_\_

**Decision:**  Approved  Refused **Amount awarded:** £ \_\_\_\_\_

**Date of decision:** \_\_\_\_\_ **Minute ref:** \_\_\_\_\_