

## GUIDANCE NOTES

### HORNINGLOW & ETON PARISH COUNCIL GRANTS APPLICATION FORM

The purpose of these guidance notes are to assist you in completing the application form in a comprehensive manner. The Parish Council will assess the application and whether the application is suitable for approval

Please be sure you read the guidance notes prior to filling in the application form.

#### Question 1

The activity / project for which you are seeking funding should have a specific title. The activity / project should provide additional activity **The purpose of the grants is not to support the core business of the organisation.**

#### Question 2

The name of the person responsible for the overall management of the activity / project should be entered here. Don't forget to complete the person's job title. The address telephone number and email address can be the work premises or personal.

#### Question 3

This question is self-explanatory.

#### Question 4

Please list any partners involved in either delivering or funding the activity / project

#### Question 5

In this section the applicant must describe the activity / project. Important questions to consider in completing this section include :

- Evidence of need – is there any data or evidence to indicate that the activity or project is required
- The main purpose(s) of the activity / project - what will it do – start and end dates.
- How will the activity / project be delivered
- Is there a specific target group – if yes please provide details.
- How will people be recruited to participate / benefit from the activity / project.
- Proposed outcomes including number of people participating in activity / project
- How will you evaluate the success of the project and report back to the Horninglow & Eton Parish Council
- How will the activity / project benefit the people living in the Parish of Horninglow & Eton

#### Question 6

How and why does the project offer value for money? The activity / project may represent a new or innovative way of providing support or delivering a specific activity to the target group.

#### Question 7

This question is self-explanatory

#### Question 8

Use each of the items ticked in question 7 as a heading when answering this question. You should then **clearly describe** how the work of the activity / project will deliver against the ticked item(s). Remember that you will be required to evaluate your project and report back to the Horninglow & Eton Parish Council.

You should therefore think carefully about the item(s) you tick and the supporting information provided under each of the headings

#### Question 9

Please complete the table to show cost of items, staffing, room hire, etc. Please indicate sources of funding either your own organisation or partner organisation wherever possible. Please identify where the cost of items etc would be met by Parish Council Grant. **Please provide written quotes in support of the overall quotes in support of the cost of the activity / project.**

**Please note the Parish Council Grant cannot be used to fund payment of wages**

#### Question 10

You will need to total the amount of the Parish Council Grant requested in question 9 to a single figure

#### Question 11

Your application is ineligible for consideration if this section is not completed. An authorized person on behalf of the group or organization applying for the grant must sign the application form.

Thank you for taking the time to read the guidance notes. If you have any queries as a result of reading these notes please contact

Kay Lear Clerk/Proper to the Council 01283 530554

Kay.lear21@btinternet.com

