

Application for Funding from Worlingworth Parish Council

(see p.2 for notes and guidance prior to completing this form)

Name of Organisation		
Contact Name		
Contact Telephone Number		
Contact E-mail		
Contact Address (if no e-mail contact)		
Date Submitted		
Please provide a brief outline of your proposal		
Please detail the benefits of your proposal		
Please provide details of any funding applications that you may have already to other organisations in support of this proposal		
Is there anything else you wish to add in support of this application?		
Please provide some details about the costs associated with your proposal	<u>Operating Costs</u>	<u>Capital Costs</u>
Total		
Funding Required from Worlingworth Parish Council		
To whom should the cheque be made payable?		

For use by Worlingworth Parish Councillors only

Authorised By	Signature	Date

Worlingworth Parish Council has responsibility to ensure all financial activity is properly controlled and audited. If this funding application is successfully approved, you may be asked to provide proof of purchase / receipts to Worlingworth Parish Council. Copies of existing receipts can be enclosed with this form, as it may help with your application.

Unused funds should be returned to the Parish Clerk at the earliest opportunity.

At the November 2016 Parish Council meeting the following principles to guide Worlingworth Parish Councillors in responding to funding requests were adopted and will be used as the basis for consideration of all future applications.

1. Normally only 50% matched funding proposals will be considered to show that efforts are being made by the applicants
2. Only applications made on the relevant form will be considered and forms should be submitted to the Parish Clerk one week before the meeting to allow Councillors time to consider the grant before discussion at the meeting.
3. Grants will only be paid on receipt of relevant receipts to provide proof of purchase.
4. Any unused grant money should be returned.
5. Annual grant requests will be re-examined by the Parish Council
6. In any year the Parish Council will try to ensure a spread of beneficiaries within the village.
7. Requests for funding from national charities will not normally be considered unless direct benefits to the parish can be demonstrated.