Grant Application Form

Spooner Row, Suton & Wattlefield
Community Council
Where community matters

Name of organisation		Charity number (if applicable)	
Address of organisation (if applicable)		When were you established?	

Main Contact		Second Contact	
Address		Address	
Email		Email	
Phone		Phone	

Value of the Grant requested?		Is this a full payment or part?	
Why do you need this Grant?			
Which members of the community will benefit from this grant?			
Outline the structure of the group and how the management meet.			
Any other information that is thought to be significant.			

Checklist of documents:

feel free to expand your explanation on another sheet.

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All organisations, with respect to the grant:

- No less than 3 quotes for the work.
- A written narrative explaining the choice of the quote.
- Evidence of due diligence regarding the choice of quote.

And,

Established organisations:

- 2 years of audited accounts.
- The current year cash book.
- The last 3 months bank account statements. These can be downloaded. This can not be a summary of balances. It should show the daily transactions. Investments and long term holdings. (There may be multiple accounts)
- 1 year financial forecast including the grant payment.

For newly formed groups:

- Evidence of a planned budget (cash flow plan).
- The current year cash book.
- The last 3 months bank account statements. These can be downloaded. This can not be a summary of balances. It should show the daily transactions. Investments and long term holdings. (There may be multiple accounts)

The form and labelled scanned supporting documents listed above should be sent to the Clerk clerk@spoonerrow-cc.gov.uk

Should there be too many then they may be posted or delivered by arrangement.
All documents will be treated as confidential.