

# Radcliffe on Trent Parish Council

## Grant Application Form

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- Please complete all questions, including signing and dating the declaration at the end of the form. If a question is not applicable, please enter "N/A."
- If you wish to provide additional information or expand on a question, please include a separate sheet.
- Refer to the Council's Grant Policy for full terms and conditions, including documentation requirements for your application.
- There is no deadline for returning completed applications. However, only one grant application will be considered from each organisation in each financial year.

Submitting this application does not guarantee grant approval. Radcliffe on Trent Parish Council reserves the right to allocate grants at its discretion, and only one project per application will be considered.

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### About You

<b>Name of Group/Organisation:</b>	
<b>Contact Name:</b>	
<b>Position:</b>	
<b>Address:</b>	
<b>Telephone:</b>	
<b>Email:</b>	
<b>Website:</b>	

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### About Your Organisation

<b>Brief description of your group/organisation's main purposes/activities:</b>	
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<b>Number or percentage of members who live within the Radcliffe on Trent Parish area:</b>	
<b>Details of any restrictions on who can use/access the organisation's services:</b>	
<b>How many paid employees does your organisation have:</b>	
<b>How many volunteers does your organisation have:</b>	

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## About Your Project

<b>How will this project benefit the parishioners of Radcliffe on Trent?</b>	
<b>Total cost of the project:</b>	
<b>Amount of grant requested:</b>	
<b>Have you applied for or intend to apply for funding from any other source for this project?</b>	Yes / No
If Yes, provide details of the funding source(s), application status, and the amount requested:	

<b>How much of the total cost does your group/organisation intend to raise independently, and how will this be achieved?</b>	
<b>Please add bank details for the payment to go into if approved.</b>	Name on account:  Bank Name:  Sort Code:  Account No:

## Checklist: Required Documentation

Please tick the relevant box for the following statement:

Statement	Yes	No	N/A
Full and complete copies of signed, certified, and audited accounts for the last two years (if your organisation has existed for that period).			
Bank statements for the last 3 months, signed by an authorised individual from your organisation, preferably the applicant.			
Detailed budget plan and supporting evidence.			
A copy of your organisation's Constitution, Terms of Reference, or Rules.			
Evidence of any other funding awards for the project (e.g., lottery funding, contributions from other bodies).			
For project-based grant requests, evidence of tendering procedures (refer to the Grant Policy for specific requirements).			

Without relevant supporting documents then your application cannot be considered by the Parish Council.

## Declaration

Return the completed form and supporting documents to:

Clerk to the Council

Radcliffe on Trent Parish Council

The Grange, Vicarage Lane

Radcliffe on Trent  
Nottinghamshire  
NG12 2FB

**Telephone:** 0115 933 5808

**Email:** clerk@radcliffeontrentparishcouncil.gov.uk

Ensure the declaration is signed by an authorised individual from your organisation.

“I confirm that the information contained in this application is accurate to the best of my knowledge. Any funds awarded by Radcliffe on Trent Parish Council will only be used for the purposes outlined in this application and in accordance with the conditions specified in the Grant Policy.

I confirm that the proposed project is lawful and complies with any regulations governing our organisation. I agree to provide receipts, invoices, and other documentation to confirm how the funds were spent if this application is successful.

I understand that the grant must be repaid, and the organisation will not be eligible for future grants if:

- A false declaration is made, or the information provided is found to be false, inflated, or exaggerated.
- The project does not proceed, is abandoned, or the organisation disbands during the grant period.
- The organisation fails to provide required documentation or comply with conditions set by the Council.”

<b>Signed</b>	
<b>Print Name</b>	
<b>Position in Organisation</b>	
<b>Date</b>	

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Please note: Grant applications are generally discussed at Finance and General Purposes Committee or at Full Council meetings. These are generally monthly however, depending on time of submission and / or the length of agendas Grant Applications may take up to three months to be decided upon.