



GRANT APPLICATION FORM

Please read the Council's Grant Awarding Policy before completing this form. Applications should demonstrate a clear benefit to the parish and its residents. Incomplete applications, or applications not supported by the required documents, may not be considered.

1. Organisation Details

Name of organisation:

Name of main contact:

Position in organisation:

Organisation address including postcode:

Email address:

Contact number:

Are any members of your organisation, committee or management body related to, or closely connected with, any elected member or employee of the Council? If yes, please provide details:

2. About Your Organisation

What are the main aims and objectives of your organisation?

How many members, participants or service users does your organisation have?

Please summarise your organisation's main activities over the last 12 months:

Please summarise your organisation's planned activities for the next 12 months:

3. Project / Activity Details

What do you want the grant to fund? Please describe the project, activity or item, when it will take place, what it will deliver, and who will benefit:

How will this project or activity benefit residents of Saxilby with Ingleby? Please include who will benefit and how many parish residents are expected to benefit:

What difference will the grant make? Please explain the expected outcomes or improvements the funding will help to achieve:

4. Financial Information

Type of grant being applied for (please tick):

- Revenue - Day-to-day running costs or project delivery costs
- Capital - Equipment or other long-term assets

Please provide a breakdown of total costs below and attach quotation(s):

Amount of grant being applied for:

£

If this grant will be providing part-funding for the project or scheme detailed, explain how the rest will be funded:

Please provide details of any grant or other financial assistance received from Saxilby with Ingleby Parish Council within the last three years, including the date, amount and purpose:

Please provide details of fundraising activities undertaken within the last year and funds raised

Commented [LH1]: DS addition

5. Safeguarding

Does your organisation or the project for which funding is sought involve work with children, young people under 18, or vulnerable adults? (please tick)

Yes

No

If yes, please confirm that you have the following in place:

An up-to-date safeguarding policy, reviewed at least annually

Appropriate safer recruitment procedures

Appropriate DBS checks

Risk assessments

Appropriate insurance cover

Relevant training and supervision for staff and/or volunteers

Follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults

6. Additional Information

Please provide any additional information that you consider relevant and helpful to the council in determining this application. This may include evidence of need, community support, partnership working, value for money, or how the project will be sustained:

7. Bank Details

Bank details will be used only for the administration of any grant awarded.

Name on bank account:

Bank / building society:

Sort code:

Account number:

8. Privacy Notice

Saxilby with Ingleby Parish Council will use the information provided in this form to administer and assess your grant application and to contact you about it. Personal data will be processed in accordance with the [Council's Privacy Policy](#), available on the Council's website.

I agree that the Council may contact me about future grant opportunities, council news, events, meetings, groups or activities. I agree that, the application form (with personal information redacted) may be published and if this application is successful, the council may publish the name of the organisation and the details of the grant awarded.

9. Civility and Respect

The council has signed the national [Civility and Respect](#) Pledge. The council expects all grant applicants and recipients to engage with councillors, staff, and members of the public courteously and respectfully. My organisation agrees to uphold the principles of civility and respect in its dealings with the council.

10. Checklist (tick to confirm included and agreed to)

- Completed and signed application form
- Copy of most recent accounts, or income and expenditure summary
- Copy of organisation's bank statement for the account into which any grant would be paid
- Copy of constitution, governing document, or rules of the organisation
- The organisation will use any grant only for the purpose approved by the council
- The organisation will provide a short-written report to the council on how the funds have been used within three months of expenditure and copies of receipts, if successful
- The organisation understands that the council may request additional information before determining the application

Commented [LH2]: CS comment

11. Declaration

- I declare that, to the best of my knowledge and belief, the information given in this application is true, accurate and complete.
- I confirm that I am authorised to submit this application on behalf of the organisation named above.
- I understand that any false, misleading or incomplete information may result in the application being rejected or, where applicable, the repayment of any grant awarded.

Name:

Position:

Signed:

Date:

Completed forms and supporting documents should be scanned and emailed to the clerk at clerk@saxilbyparishcouncil.gov.uk

Applications will only be considered where the required supporting information has been provided.

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