

PUBLIC PURPOSES CHARITY (PPC) STANFORD IN THE VALE

Registered Charity No 266718

GRANT APPLICATION FORM

*Applying the income of the Charity for the general benefit of the inhabitants of the
Parish of Stanford in the Vale*

For PPC use

DETAILS OF APPLICANT

Contact Name Position

Your Organisation

Correspondence Address

Telephone Day Evening

Email Address

Before completing the application please read the following Notes and Privacy Notice

Notes In support of this application it is important to demonstrate how your project will benefit the inhabitants of the Parish of Stanford in the Vale.

Please ensure that your application is supported by relevant documentation, for example two (or more) formal and independent supplier quotes showing detailed costings together with any drawings or illustrations, which may help to explain the objectives of the project.

A grant will not normally be approved retrospectively.

On completion of the project the PPC will normally ask you to present receipted invoices for payments made to suppliers.

The PPC reserves the right to request to see the accounts of any organisation applying for a grant.

If a grant is not taken up within 12 months of approval the process will lapse, and a new application will be required.

An organisation awarded a grant must ensure that its activity complies with appropriate legislation or guidance and that where necessary public liability insurance is in place.

Privacy Notice Applicants for a PPC grant must complete a grant application form which requires the disclosure of personal data, that is, name, organisation, address, contact details and signature. This information, which is necessary for the PPC to identify and process the application, will be managed in accordance with the General Data Protection Regulation (GDPR) and UK data protection laws. Your information will be used exclusively, within the PPC, to facilitate the processing of the application. It will be stored securely and will not be divulged to any third party. A copy of the policy statement which details how the PPC will deal with personal information is available from the Clerk to the PPC.

If you consent to your personal data being used to process this application, please tick this box

☐

Declaration I apply for this grant on behalf of the organisation and declare that any grant made by the PPC, or such part of it, as may be determined, will be repaid if the facilities cease to be used for the declared purpose or if it is found that any information given was not correct.

Signed

Name

Date

YOUR ORGANISATION

Full Title

Organisation details provided previously

If details provided previously, complete changes only

When was your organisation formed?

Is your organisation open to all members of the community?

Yes

No

How many registered members are there in your organisation?

How many people regularly engage with the service or activity you provide?

Please indicate the age range and gender/s of the membership/participants

Please give details of any fees paid to your organisation by members/participants

Who will certify to the PPC that the project has been satisfactorily completed?

THE PROJECT

Please provide details of your project and explain why you are applying for this grant
(If you need more space continue on a separate sheet)

Name of Project

Details

What is the total cost of the project?

What contribution will be made by your organisation?

Will any other source contribute to the cost of the project?

Yes

No

Source

Amount

How much are you seeking from the PPC?

Please specify the type of work, service or purchase required

*To ensure that best value is achieved, this application **is to be accompanied by at least two formal and independent supplier quotations** setting out the proposed work, service or purchase and showing detailed costings*

If the grant is approved to whom should the payment be made?

Quotes attached ☐

Number of quotes

Number of pages

Additional information attached ☐

Number of pages

Including the three (3) pages from Grant Application Form

Total number of pages

Completed Application Form with all quotes and attachments to be mailed to:

PPC Clerk/Correspondent
Stanford Mill
Stanford in the Vale SN7 8NP

Once your project is complete, we would appreciate a few words and images about your project for the PPC website.