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| --- | --- | --- |
| **NAME OF ORGANISATION** |  | |
| **CONTACT NAME** |  | |
| **POSITION** |  | |
| **ADDRESS** |  | |
| **POSTCODE** |  | |
| **TELEPHONE No** |  | |
| **EMAIL ADDRESS** |  | |
| **WEBSITE (if applicable)** |  | |
| **IS THE ORGANISATION A REGISTERED CHARITY** | | **YES NO** |
| **IF YES PLEASE PROVIDE CHARITY No** | |  |
| **Brief description of your organisation, its aims and main activities** | | |
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| --- | --- |
| **Please provide the number or percentage of members that belong to your organisation and live within Ketton Parish** | |
|  | |
| **Details of any restrictions placed on who can access your organisation’s services** | |
|  | |
| **Please describe the project for which the grant is required** | |
|  | |
| **Total cost of project** |  |
| **Amount of CIL funding requested** |  |
| **Have you received, applied or intend to apply for funding from any other source(s) for this project?** | |
|  | |
| **If YES, please provide details including: name(s) of organisation(s), amount(s) requested and success/failure of application(s** | |
|  | |
| **How much of the total cost of the project does your organisation intend to raise itself and how?** | |
|  | |

**DECLARATION:-**

Please sign the following declaration and return this form together with all required supporting documents to the Parish Office on Stocks Hill Lane, Ketton, PE9 3TW. Alternatively, you can email us at [kettonpc@btinternet.com](mailto:kettonpc@btinternet.com)

Please check you have included the following documentation with your application:

1. full and complete copies of your signed and audited accounts for the past two years (if your organisation has been in existence for that period)
2. bank statements for the last three months, signed by a member of your organisation, indicating their position
3. a detailed budget plan for the work required and supporting evidence, including estimates
4. a copy of your organisation’s constitution, terms of reference or rules
5. evidence of any other awards towards the project (if any)

If you have any difficulty in providing any of the requested information, please speak to the Parish Clerk for assistance.

**Undertaking:-**

I/we undertake upon completion of the project to provide for Audit purposes copies of receipts for the works undertaken and/or copies of Bank Statements showing payments made.

I/we understand that as the spending of CIL money is subject to specific rules and regulations safeguarding the use of public money, the organisation remains liable to repay the award if it cannot demonstrate that the funds have been used in accordance with this application

**SIGNATURE:- DATE:-**

**POSITION IN ORGANISATION:**