

## LEVENS PARISH COUNCIL

### APPLICATION FORM FOR GRANT AID FROM THE LEVENS CHARITY

REGISTERED CHARITY No: 1030561

OFFICE USE ONLY	
RECEIVED	
ACKNOWLEDGED	
DECISION	
AMOUNT	
ADVISED	

## YOUR APPLICATION

### A. GENERAL INFORMATION

#### A.1 Name of Organisation

--

#### A.2 Contact Details of the Person Making this Application

Mr/Mrs/Miss/Ms			
Position in the Organisation			
Address			
Post Code			
Telephone	Mobile		Other
Email			

#### A.3 Details of your Organisation or Group

When was it established?
How many members does it have?
How are you funded?

**A.4 Please describe the Aims, Objectives and Major Activities of your Organisation?**

**B. PROJECT INFORMATION**

**B.1 Please Provide Details of the Project for which you Require Support**

**If you have not provided the following information in B.1 above, please tell us:**

When did/does the Project start?
How long will it last?
What geographical area does your project serve?
Name any other Organisations you work with?

**B.2 What benefits that will be provided as a result of this Project - with particular reference to who will benefit as a result of its successful delivery?**

How many people will the Project or work help?
What is the age group of those receiving benefit?

**B.3 Project Funding**

What is the total cost of your Project?	£
Have you applied to anyone else to fund this Project?	Yes / No
If Yes, please give details:	
•	
•	
•	

**B.4 How much in total are you asking for?**

Please enter the figure requested	£
If this amount is not for the full amount, how do you intend to raise the remainder?	

**B.5 Describe how you intend to use the Grant applied for**

--

**B.6 Please Itemise Exactly how the Grant will be Spent?**

Activity / Product	£:p
•	
•	
•	

**C. FINANCIAL, GOVERNANCE AND ADMINISTRATIVE INFORMATION**

**C.1 Financial Details**

Name and Address of the Bank where your Group Account is held:	
Name of Account:	
Bank Account No.	
Sort Code	

**C.2 Information about your Committee / Group**

<b>Please enclose the following with your application:</b>		
<b>Document</b>	<b>✓/X</b>	<b>If not enclosed, please explain why</b>
Constitution and Rules		
Last Annual Report / Summary		
Audited Accounts		
If Audited Accounts are not available, please enclose Financial Statement or copy of latest bank statement		
Estimates/Quotes for work to be funded		

**C.3 Is there anything else you would like to say in support of your application? (Attach a separate sheet / other documents if required)**

--

**D. DECLARATION**

**WE AGREE**

1. That the information provided in this application is correct
2. That we meet the criteria required for the receipt of grant from The Levens Charity – see Annex 1
3. That we will observe and conform with the General Conditions of Grant Acceptance – see Annex 1

**SIGNED:**

2 signatures are required from authorised signatories of your Organisation. If signing as any ‘Other’ representative, please confirm your status.

Signed	Name	Capacity	Date
		Chair	
		Secretary	
		Treasurer	
		Other	
		Other	

**PLEASE RETURN COMPLETED FORMS TO:**

Martin Curry MRICS  
Secretary to The Levens Charity  
18 Barn Holme  
Kendal  
LA9 5LP

[levens.parish@gmail.com](mailto:levens.parish@gmail.com)  
[www.levens.org.uk/levens-parish-council](http://www.levens.org.uk/levens-parish-council)  
07388-920410

## THE LEVENS CHARITY

### CRITERIA FOR GRANTS AND GENERAL CONDITIONS OF GRANT ACCEPTANCE JANUARY 2018

When considering Grant Applications the criteria used at present, except in exceptional circumstances, is outlined below.

- Grants are available to non-profit making organisations or to support local community initiatives.
- Groups should have a Bank account, a Constitution and be run by a Committee (except in exceptional circumstances).
- Grants are only given for non-recurring expenditure except in the case of pump-priming grants.
- The Charity will not normally fund the total cost of the project and own fund-raising must be evidenced.
- Grants will not be considered:
  - From national organisations unless direct local benefit can be shown.
  - From schools or religious bodies unless wider community benefit is clear.
  - From party political organisations.
  - For projects which have already been completed.
  - For recurring expenditure, e.g. hall hire.
- Application forms are obtained from the Parish Clerk and from the Parish Council page of the Levens village website.
- Applications for over £1000 to be submitted by 28 February each year for consideration by the Trustees in the month of March and by 31 July each year for consideration by the Trustees in the month of September. All other grants will be considered at the next meeting of the Trustees.

Martin Curry MRICS  
Secretary  
The Levens Charity