



APPLICATION FOR GRANT FUNDING **GUIDANCE NOTES**

This information is aimed at helping you complete the application form correctly, as incomplete forms will be returned for the necessary information to be provided.

- Please complete the form clearly in BLACK INK and BLOCK CAPITAL, as it will need to be photocopied.
- You are advised to keep a copy of the completed form.
- All applicants must have a group bank account, the name of which is to be given on Page 1. Cheques WILL NOT be made payable to individuals.
- Make sure the contact name on the front of the form is of someone who has authority to act on behalf of the group and answer any queries regarding the completion of the form.
- Where possible, please give a telephone number where we can contact you during normal working hours.

Q1. – Please tick all answers, which are relevant to your organisation or group.

Q2. – By membership we mean people who are registered to the organisation.

Q3. – Unless previously supplied, all applications must be accompanied by:

- a) A formal constitution or written evidence that you are working towards formalising one;
- b) Copies of your Child Protection Policy, if applicable to your groups;
- c) Protocol for working with vulnerable adults, if applicable to your groups;
- d) A copy of your Public Liability Insurance if held in your group's name or evidence showing how you are covered for example, the premises may hold a policy that covers all activities within the building;
- e) If you own or are responsible for the premises where you meet, you will need to provide written confirmation that your organisation has undertaken a disability audit of the premises;
- f) Have you carried a risk assessment of your activities? If yes, please include a copy.

Q4. - Details relating to what your organisation is trying to achieve – include your priorities for the coming year?

Q5. & Q6. These relate to the amount you are applying for and a breakdown of how you would spend any grant given.

Q7. - This relates to the people benefiting directly from the work or activity of your organisation.

Q8. – Have you applied to any other agency for financial support? Please give details of all current applications. This will not affect your application with Cannock Wood Parish Council.



You must remember to include the documentation as requested under Question 3 together with the following:

- A copy of the last years audited accounts.
- A copy of the last annual report or, if this is not available please give a brief outline of the group's activities over the past year on a separate sheet.

The completed form must be signed and dated by a responsible person in your organisation.

If you have any questions regarding the application form or would like any assistance completing it then please contact:

Parish Clerk
Cannock Wood Parish Council
Parish.council@cannockwood.org
07791 313060