



## CLAYDON & WHITTON PARISH COUNCIL

Clerk: Charmaine Greenan, 129 Poplar Hill, Stowmarket, IP14 2AX

Phone/Fax: 07887 459989

E-mail: [claywhit@btinternet.com](mailto:claywhit@btinternet.com)

Website: [www.claydonandbarham.onesuffolk.net](http://www.claydonandbarham.onesuffolk.net)

---

### Application for Grant

Claydon and Whitton Parish Council is keen to give financial support to local organisations and groups wherever possible. However, resources are limited and it is important that councillors have a selection process that is both transparent and fair to all applicants. To assist them please complete this application form giving as much information as possible about your organisation.

Completed applications should be returned to the Parish Clerk, Charmaine Greenan, via email at [claywhit@btinternet.com](mailto:claywhit@btinternet.com), or via post to 129 Poplar Hill, Stowmarket, IP14 2AX.

#### Application Conditions

1. Groups can be either registered charities, or local community groups.
2. Charitable donations given by the parish council will be for charitable organisations in Claydon and Whitton and surrounding villages as well as other organisations who provide services to those living in the parish.
3. Funding must be spent on developing or maintaining activities or sites within Claydon and Whitton parishes or neighbouring parishes.
4. Groups or organisations must be able to monitor their work and/or activities in order to provide feedback to the Parish Council if requested.
5. Groups should have a bank account in the name of the group with adequate financial controls.
6. A copy of the most recent examined accounts should be submitted with the application form.
7. Grants will be made at the discretion of the Parish Council's Finance Committee at one of their quarterly meetings throughout the year.

## Details of Group/Organisation Applying for Grant

<b>Name of Group or Organisation</b>
<b>How much grant funding are you requesting?</b>
£
<b>Please give brief details of how the grant will be spent, including details of total project cost.</b>
<b>Who is the person accountable for this grant that will be our main contact?</b>
<b>Position in group/organisation</b>
<b>Contact Details</b>
Postcode: Email: Tel: Mobile:
<b>Are you a registered charity, if so, please state your charity number?</b>
Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Does your group/organisation have a set of rules? If so, please enclose a copy or a link to your website where these are displayed. This applies to your first application</b>
Yes <input type="checkbox"/> No <input type="checkbox"/>

## Signatures (2 required)

**We, the undersigned, on behalf of the applicant group/organisation understand and agree that we are authorised to complete this application on behalf of our group/organisation. All information submitted in this application is accurate to the best of our knowledge and the Parish Council will be informed if there are any changes to this application or any change in circumstances affecting this grant**

Name	Position in group
Signature	Date

Name	Position in group
Signature	Date