



The Civil Parish of

Leek Wootton & Guy's Cliffe

COMMUNITY GRANT APPLICATION FORM

Please read the guidance and application notes before completing the form.

Applicant

1. Name of Organisation	<input type="text"/>
Contact Name	<input type="text"/>
Address	<input type="text"/>
Telephone	<input type="text"/>
Email	<input type="text"/>

Project

2. Project Title e.g. purchase of equipment	<input type="text"/>
3. Description of Project e.g. purpose of equipment	<input type="text"/>
4. Location of Project	<input type="text"/>
5. Funding required	<input type="text"/> Please provide an itemised breakdown of how money will be spent (on a separate sheet if necessary)
Total amount applied for <input type="text"/> £	
6. Name of person(s) responsible for the grant if awarded	<input type="text"/>
7. Cheque payable to whom	<input type="text"/>

<p>8. Partners Other groups/agencies involved</p>	<p>Indicate here any other funding agencies (either actual or potential) involved in this project.</p>
<p>9. What wider community needs does your project aim to fulfil?</p>	
<p>10. Evidence of community need</p>	
<p>11. How will Project meet this need?</p>	
<p>12. Who will manage the project and how will it be monitored for success? (Control of budgets, etc)</p>	
<p>13. Timetable for implementation Approximate dates</p>	

Signature

Signature of Applicant

Completed forms and any supplementary sheets should be sent to the postal or email address below:

Clerk to the Parish Council
 1 Anchor Cottages
 Warwick Road
 Leek Wootton
 WARWICK
 CV35 7QX
 clerk@leekwootton.org.uk

APPLICATION GUIDANCE NOTES

1. Name of Organisation and contact details
2. Project Title
This should be brief but clear, e.g. purchase of equipment
3. Project Description
This should state what type of project it is and what it is for e.g. purpose of equipment
4. Location
Name of area of the parish the project or group is in.
5. Funding Required
Indicate total funding required, including a breakdown of how much you plan to spend - a simple budget (e.g. flooring, re-wiring, administration etc)
6. Name of person(s) responsible for the grant if awarded
Please give the names of all the people that will be responsible for the money and their roles.
Please include all those able to sign cheques for the group.
7. Cheque Payable to Whom
Please give the name of the account to which cheques should be made payable. Please note that money cannot be made payable to an individual.
8. Partners
List all groups and agencies involved with the project. If more than one County or District Council Department is involved, please list each one separately. Indicate the lead or principal agency first. Include details of other organizations to which you have applied for funding for this project.
9. What wider community needs does your project aim to fulfil?
Please say who will benefit from the project and what problem or need the project would address (e.g. there may be a large number of elderly people who would benefit from improved access to transport facilities)
10. Evidence of Need
The level of need if possible should be quantified eg approx number of people who will gain benefit. If possible, say how you know that no other agency has plans to meet the need.
11. How will the project meet this need?
Explain how the project will make a difference for those people affected and how it will contribute to the community. What outcomes or results do you anticipate?
12. Who will manage the project and how will it be monitored for success?
Please say who will be responsible for managing the project/group and how you will evaluate success.
13. Timetable for implementation
Please explain your timetable for implementing the project. State the plans you have for the period beyond that supported by the Community Grant.

Please check you have included all other documents required as described in paragraph 2 of the Guidance for Applicants.

The next deadline for applications is displayed on the Parish Council website at www.leekwootton.org.uk/grants