



Cayton Parish Council

Jubilee Hall, Main Street, Cayton, Scarborough, YO11 3TF

Tel: 01723 586869

Email: Clerk@caytonparishcouncil.gov.uk

Website: www.caytonparishcouncil.gov.uk

GRANT APPLICATION FORM

- Please complete all questions including signing & dating the declaration at the end of the form.
- If you wish to provide additional information or expand on a question, please provide an attached sheet.
- Please refer to the Council's Grant Policy for full terms and conditions of grants
- Grant applications will be considered by the Full Council once a month and the decision recorded
- All documents requested must be submitted at the time of application
- Maximum grant awarded is £250 and the Parish Council has £1000 per year to award as grants
- An organisation can only be awarded a grant twice in 3 years
- To help the Council manage potential conflicts of interest, please declare any links between your organisation and serving members of Cayton Parish Council.

Submission of this application does not automatically mean that an award will be granted. Cayton Parish Council reserves the right to award grants at their discretion. Only one project per application will be considered.

Name of Group/Organisation			
Contact Name		Position	
Address			
Telephone		Email	
Website			
Is your organisation a registered charity?	Yes / No	If Yes, Charity Number	
Brief description of your group/organisation's main purposes/activities			
Please provide the number, or percentage of members that belong to the organisation and live within the Cayton Parish area.			

Details of any restrictions placed on who can use/access the organisation's services.

Project for which grant is required

How will this project benefit the parishioners of Cayton, Killerby or Cayton Bay?

Total breakdown cost
of project

Amount of Grant Requested

Have you received, applied or intend to apply for funding from any other source for this project?

Yes / No

If Yes, who have you applied to or who do you intend to apply to. Please provide details of the success/failure of the application and amount requested.

How much of the total cost do your group/organisation intend to raise yourself and how?

Please outline when you would expect to spend any award, and to demonstrate what you've achieved.

**Please tick to confirm you have included the following documentation with your application
(please enter n/a if not applicable):**

1. Full and complete copies of your signed, certified and audited accounts for the last two years (if your organisation has been in existence for that period) ☐
2. Bank statements for the last 6 months, signed by a member of your organisation, indicating their position ☐
3. Detailed budget plan and supporting evidence ☐
4. Copy of your organisations Constitution, Terms of Reference or Rules ☐
5. Evidence of any other awards towards the project e.g. lottery funding, other bodies ☐

DECISION: The Parish Council reserve the right to refuse any application without necessarily giving to the applicant the reasons for their decision. The Council also reserves the right to verify any information supplied and to request additional information, evidence or clarification before determining an application.

DATA PROTECTION: Cayton Parish Council and its agents uses the information on this form to for the purpose of analyzing, recording and publicizing grants . You may request access to, correction of, or deletion of your data, and you may raise concerns with the Information Commissioner's Office. By submitting this form, you consent to the Council processing your information for these purposes.

DECLARATION

Please sign the following declaration and return this form together with all supporting documentation required to:

Address: Clerk to the Council, Cayton Parish Council, Jubilee Hall, Main Street, Cayton, North Yorkshire, YO11 3TF

Telephone: 01723 586869

Email: clerk@caytonparishcouncil.gov.uk

Please ensure the person signing the declaration on behalf of your organisation has the appropriate authority to do so.

"I confirm that the information contained in this application is correct to the best of my knowledge. I agree that any money awarded by Cayton Parish Council as a result of this application will only be used for the purposes stated in the said application, within 2 months of the grant award and in accordance with the grant conditions detailed in the Parish Council's Grant Policy.

I confirm that the proposed project is lawful and complies with the governing documents, policies, and procedures of our organisation. The organisation has in place the appropriate policies, procedures, and insurance required to deliver the project safely and effectively, including (where applicable) safeguarding arrangements, DBS checks, health and safety procedures, data protection measures, and public liability insurance. I further agree to providing copies of receipts & invoices etc. as required to Cayton Parish Council to confirm to them exactly how the money has been spent if the application is successful.

The Council may require a brief written report outlining the outcomes achieved from the project and grant awarded.

I will immediately inform Cayton Parish Council of any change of circumstance that will affect the project before or during it being undertaken.

I understand that the Council reserves the right to require repayment of all or part of a grant where grant conditions have not been met, funds have been misspent, misleading information has been provided, or the project has not proceeded substantially as described and that my organisation will not be able to apply for future grant applications in the following circumstances:

- If a false declaration is made, or if any information contained in the application is found to be false, inflated or exaggerated;
- If the proposed project does not proceed/or is abandoned for any reason or if the organisation disbands during the period of the grant;
- If the organisation does not provide the necessary invoices & receipts confirming how the money has been spent or does not comply with any other conditions stipulated in the award"

Knowingly providing false or misleading information may result in the grant being withdrawn, repayment being sought and future applications being refused.

Signed

Print Name

Position in the organisation

Date