



EYNSHAM PARISH COUNCIL

CLERK: KATHERINE DOUGHTY,
91 BRIZE NORTON ROAD, MINSTER LOVELL, WITNEY, OXON. OX29 0SG

Telephone: 07956 901622 Email: epc.clerk@eynsham-pc.gov.uk Web: www.eynsham-pc.gov.uk

Application for Financial Assistance by Voluntary Organisation/Groups.

Closing Date for Applications 16 November 2021

Notes to Application Form

- Please contact the Clerk if you would like a Microsoft Word version of this form to be emailed to you.
- Please read the guidance/criteria before completing this form.
- After completion, please return to the Clerk.
- If you wish to discuss your application or require assistance, please contact the Clerk.
- Successful applicants may be required to submit a short report outlining the use made of the grant within 3 months of the project's completion.

Application Form (Please complete the white boxes)

Name of organisation/group	
Where is the organisation based?	
Age range for services provided	
Is your organisation a registered charity? (Yes/No)	
Is your organisation affiliated to a national organisation?	
Please briefly describe the aims of the organisation and give details of how it benefits the local community	
Please list the organisation's current activities and proposals for the next 12 months.	

Details of grant requested

For what purpose is the grant required?	
How much grant aid are you requesting?	
If required to assist general running costs – please confirm dates of the financial year relative to your application	From - To -
Or if required to finance a specific project or purchase please give details including the total estimated cost of the project and/or equipment.	

Other funding

Has your organisation approached any other funding sources for assistance during the past year? Please give details below if you have:-	
Source -	
Amount requested -	
Amount received -	

Payment Details

If your grant application is successful, please advise whether you wish to be paid directly to your bank account or by cheque.	
If by cheque, who should it be made payable to?	
Address to which cheque should be sent.	
OR	
Name of Account	
Sort Code	
Account number	

Contact

Name of contact for this application	
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Financial information

Please supply a copy of the most recent audited accounts if possible; alternatively, please supply a breakdown of your current financial position.

Declaration

The information given in the application and supplied with it is to the best of my knowledge true and accurate. Any financial assistance awarded will be spent for the purposes requested. I understand that copies of application forms and other supporting documentation will be available to officers and councillors of Eynsham Parish Council. I confirm I have read and understood the [General Privacy Notice](#) (see website).

Date	
Name	
Position held in organisation	

Guidance/criteria for Applications for Grant Aid from the Parish Council

All applications for Grant Aid will be required to satisfy the following conditions –

- The Parish Council will only accept applications from Community groups and organisations within the Parish for grants that in its option are in the interests or will directly benefit all or a portion of the parish and its inhabitants.
- The application must demonstrate local community need and support.
- The applicant must demonstrate a clear financial need for the grant.
- Retrospective grant applications will not be considered.
- Grants will not be awarded to meet general salary costs.
- The organisation submitting the application must be non-party political.
- Please note the closing date for applications at the top of page 1.
- Successful applications may be required to submit a short report outlining the use made of the grant within 3 months of the project's completion.
- Grant aid will be paid in April/May 2022.

Katherine Doughty
Clerk to Eynsham Parish Council
91 Brize Norton Road
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Witney, Oxford OX29 0SG

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