

# Marston Sicca Parish Council

## Grant Application Form (2017)

**Name of project:**

**Organisation:**

To help you with the completion of the form, please refer to the Application Guidance.

Dear Applicant,

To submit an application, please complete all sections of this form (**except section 24**) and send to the MSPC either by Email (preferred) or post.

By Email to; [marstonsicca@gmail.com](mailto:marstonsicca@gmail.com) .The completed form should be returned in MS **Word** format.

By post; Please print the completed form and send to;

Mr Mike Hillier, Acting Clerk to the Council,  
Marston Sicca Parish Council,  
White House, Wyre Lane  
Long Marston, Warwickshire. CV37 8RQ:

### PROJECT SUMMARY

1. Project name	
2. Name of your organisation and web address	
3. Name of main contact	
4. Position within or relationship with organisation	
5. Applicant details	Address:  Phone number:  Email:
6. Correspondence address (if different to above)	Address:  Phone number:  Email:
7. Type of organisation	
8. Where will the project take place?	

9. How will the proposed activity benefit the parishioners of Long Marston?

10. Aims, Objectives and Outputs

a) Describe your project's main aim(s):

b) Describe your project's objective(s):

c) Describe anticipated output(s) of your project:

11. Outcomes and Impact

a) Describe expected outcome(s) of your project:

b) What impact will your project have (long -term)?

c) What is innovative about your project?

12. What evidence is there to support what you do or propose to do?

### 13. Alternative Providers

- a) Is anybody else addressing this need (any similar projects) in the same location?
- b) How does your project fit with those?

### 14. Staffing

- a) Who will deliver the project? (List key personnel)
- b) What experience do you have of delivering such work?

### 15. Consultation and Partnership

- a) Which other people or organisations are going to work with you to deliver the project?
- b) How have you consulted the potential beneficiaries?
- c) Who else have you discussed the project with, how did they respond?
- d) Have you changed the plan to reflect those conversations?

### 16. Beneficiaries

- a) Who will benefit from your project?
- b) How will they benefit?
- c) How many beneficiaries do you propose there will be?
- d) How will you identify/involve these beneficiaries?

## 17. Milestones

- a) Start date:
- b) Interim dates and events:
- c) End dates:
- d) Frequency of events:

## 18. What will your project cost?

- a) Please detail your funding requests in the table below, including any match funding (please add more rows if needed):

Cost Breakdown	Item / Service	Amount Requested from PCC (£)
Capital Costs		
Operating Costs		

Match Funding	Organisation providing the match funding or in kind support	Item / Service they are providing	Date the funding was / will be confirmed	Amount of match funding (£)

Total	Total funding requested from Marston Sicca Parish Council		
	Total match funding obtained		
	Total cost of the project (=amount requested + match funding)		

- b) If the project is already running, how has it previously been funded?
- c) Please add any additional information relating the costing if needed.
- d) Is this bid of a recurring nature? YES NO If YES, frequency anticipated;

19. How will the finances be managed?

20. How will the project be evaluated?

21. Sustainability

a) Please explain how your project will be sustained beyond any R&SPC funded period.

b) If you do not get funding from the R&SPC, what will happen to the project?

22. Please identify the risks to the project (see section 23 of Guidance)

23. Bank details

VAT registration number	
Company registration number	
Bank name	
Bank sort code	
Bank account name	
Account number	

## DECLARATION

I confirm that all the information contained within this application is accurate to the best of my knowledge and that I am authorised to apply for funding on behalf of the organisation.

I understand that if it is successful there will be monitoring and evaluation responsibilities to fulfil.

I confirm that I have read the guidance notes associated with the completion of this form.

It is your responsibility to ensure that staff, team members and volunteers associated with the project are appropriately qualified and hold the relevant security/vetting level (to include compliance with Safeguarding Protocols) if required.

*For electronic (Email) applications, please enter Applicant Name for Signature.*

Signed.....

Name.....

Position in Organisation.....

Date.....

**Please do NOT complete section 24 at this stage**

**(You will be asked to complete this section if your bid is successful)**

## **24. Monitoring Progress and Evaluation**

### **Project Outputs**

The project's outputs will be achieved through the implementation of the objectives outlined in section 11 of this application.

### **Project Outcomes**

This project will deliver the aims outlined in section 11 of this application with any changes and additions written below.

### **Project Impact**

This project will achieve the impact outlined in section 12 of this application.

### **Project Milestones**

This project will deliver against the milestones outlined in section 18 of this application with the changes and additions below.

### **Project Financial Plan**

The overall financial plan is as outlined in section 18 of this application with the changes and additions below.

The total eligible costs are:       £  
MSPC funding:                       £  
Value of other contributions:       £

### **Monitoring**

Periodic reports may include: (report and frequency to be determined by MSPC in advance of funding).

- a) Progress towards aims and objectives
- b) Progress against milestones with explanation of any delays
- c) Achievement of outputs
- d) Amount of hours contributed by volunteers (if applicable)
- e) Any additional risks to the project
- f) Any barriers or issues the project has come up against
- g) Publicity undertaken
- h) Partnership working
- i) Any material changes to the project or its delivery
- j) Financial progress against the agreed expenditure profile (receipted invoices will be held and available to support the financial report)
- k) Plans for upcoming period
- l) Receipts for expenditure.

**Reporting deadline dates:**

**PLEASE NOTE: You are responsible for sending in your monitoring form prior to the deadlines above. Failure to do this may result in funding being discontinued and/or being refused in future.**



**Audit**

All projects may be subject to an independent audit.

**Practical Completion**

Where appropriate, a report on completion of the project will be supported by a financial statement.

**Records**

The project will maintain full records to support the various monitoring and financial evaluation reports submitted during the life of the project and will ensure that these are available at all reasonable times to support checking and audit processes.

**I agree to provide the monitoring and evaluation information as set out in this application as a condition of funding being approved by MSPC.**

Signed	
Name	
Date	
Organisation	
Position	

**When you have completed section 24**

**Please return to The Clerk, Marston Sicca Parish Council**

**Approved 22<sup>nd</sup> May 2017**